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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 4, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 4, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the July 10, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. There was discussion concerning the volunteer services performed in the Adult Circulation Department by a University of Budapest librarian; the absence of notification by General Services Administration of the sale of the Capitol Street Federal Building to the Kanawha County Public Library; the progress being made by Mr. Bailey; and the Library's application for a grant-in-aid under the Accelerated Public Works Program. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 86 and General Bills List No. 86 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed,

it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 85 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

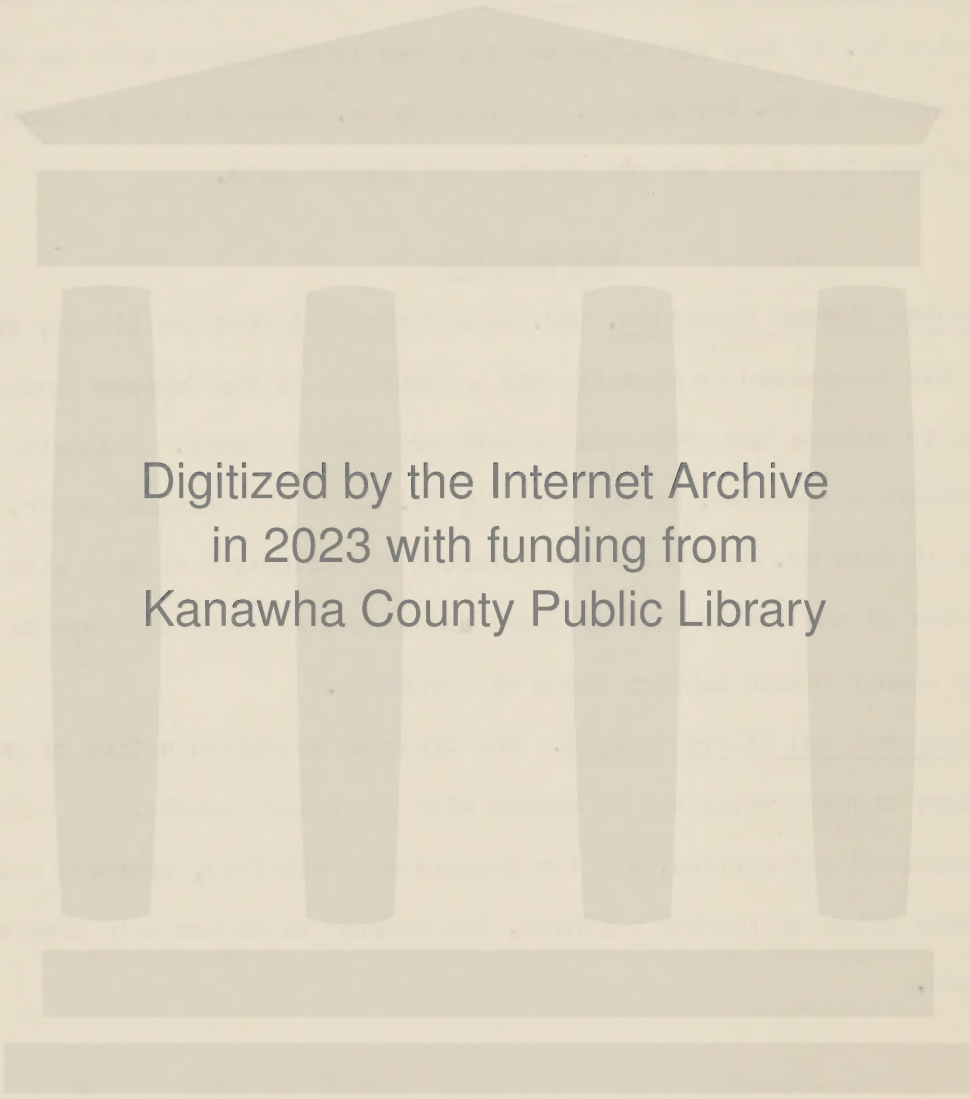
Dunbar Library Committee. Mr. Hanson reported that the Library Board of Dunbar was interested in meeting with a committee of the Kanawha County Public Library to discuss the projected library program in Dunbar. Following considerable discussion, it was moved by Mr. Stone and seconded by Mr. Lovenstein that Mr. Hanson and the Director be authorized to meet with representatives of the Dunbar Library Board and to report their findings to the Kanawha County Public Library Board of Directors.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

Vice-President

Secretary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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 8, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Hanson
Dr. Harper
Mr. Hopkins
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the August 4, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. Additional comments and considerable discussion followed: there was some doubt that the Old Federal Courtroom benches could be given away; measures taken to promote safety and security of the building and site following the acquisition of the Capitol Street property; and the exhibited preliminary plans recently submitted by Mr. Bailey. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 87 and General Bills List No. 87 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 86 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Chairman reported that a check in the amount of Fifty Thousand and Four Dollars ($50,004.00) has been delivered to General Services Administration and a contract, duly executed, has been received. Mr. Ray added that in accordance with the terms of the contract, fire insurance with extended coverage and public liability insurance has been placed on the property.

NEW BUSINESS

Resignation - Neil Elphick. A letter of resignation was received from Mr. Neil Elphick and read by the Secretary. Following comments and discussion, Mr. Stone moved that Mr. Elphick's resignation be accepted with regret and that the following resolution be adopted:

> WHEREAS, Neil Elphick has been of service to his community and this Library as a member of its Board of Directors; and
>
> WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and program; therefore
>
> BE IT RESOLVED, That we accept with reluctance and personal loss the resignation of Neil Elphick; and
>
> RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting.

The motion was seconded by Mrs. Anderson and, a vote being taken, was unanimously adopted.

Library Board Vacancies. Mr. Hanson, Chairman, reported that there were two vacancies on the Library Board. The committee submitted and recommended the names of two eminently qualified citizens of Kanawha County to fill the unexpired terms of C. C. Dickinson and Neil Elphick. Following discussion, on motion made by Mr. Hopkins, seconded by Mrs. Brown and duly passed, the following resolution was adopted:

> RESOLVED, That Bernard H. Jacobson be nominated to the Library Board to fill the unexpired term of C. C. Dickinson, which ends June 30, 1968; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

On motion made by Mr. Hopkins, seconded by Mrs. Brown and duly passed, the following resolution was adopted:

> RESOLVED, That Walter F. Snyder be nominated to the Library Board to fill the unexpired term of Neil Elphick, which ends June 30, 1965; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

John Ray
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 6, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 6, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Hanson
Dr. Harper
Mr. Jacobson
Dr. Riggleman
Mr. Shonk
Mr. Snyder
Mr. Stone

The President presided and welcomed Mr. Snyder and Mr. Jacobson. The Secretary reported that a quorum was present. The minutes of the September 8, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. Following comments on circulation of library materials, on motion of Mr. Hanson, seconded by Dr. Riggleman and duly carried, it was ordered that the Director's remarks concerning Margaret H. Hilliard be spread upon the minutes of this meeting and that a copy be sent to the family:

> "The sudden and tragic death of Margaret H. Hilliard on Saturday morning, September 19, 1964, shocked and saddened the staff as well as patrons who knew her as a kind, conscientious, dedicated and sympathetic person and librarian. Margaret always gave an extra measure. She never walked if she could run - to the phone, to the bookshelf, to the picture file, to the card catalog, to the phonograph record collection.

> She lived to serve - the public, the staff and this library. Extra hours and special assignments were accepted cheerfully and with expectations. Margaret seldom did less than the best and could always be expected to perform, as the phrase goes, 'beyond the call of duty.'"

The Director's report was accepted and filed.

Approval of Bills. The Director submitted Book Bills List No. 88 and General Bills List No. 88 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 87 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Preliminary Plans - Capitol Street Building. The Director exhibited preliminary plans submitted by Mr. Bailey and commented upon the changes which he and the library staff recommended. There was considerable discussion afterwards.

NEW BUSINESS

Appointment - Catalog Librarian. The Director presented the credentials of Mr. Calvin Posey for the position of Catalog Librarian. He reported on his educational background, experience and personal qualifications. The Director recommended that he be appointed.

It was moved by Dr. Riggleman, seconded by Dr. Harper and unanimously

RESOLVED, That Mr. Calvin Posey be appointed Catalog Librarian effective November 1, 1964, at an annual salary of $4,950.

West Virginia Library Association Conference. The Director stated that the West Virginia Library Association Fiftieth Conference will be held in Clarksburg on October 16-18, 1964. Two staff members had expressed a desire to attend. Upon motion duly made and seconded, it was unanimously

RESOLVED, That the expenses for the Director and an allowance of $20.00 each for two staff members be paid for attendance at the West Virginia Library Association Conference, October 16-18, 1964.

Legal Advertisement. Mr. Ray reported that a notice of sale of Kanawha County Public Library property in Charleston is being published in both the Charleston Daily Mail and Charleston Gazette beginning with the issue of September 19, 1964, and continuing once a week for four successive weeks. There was some discussion of the sale.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.

J. Chas. Ray
President

Nicholas Winnrich
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 20, 1964

A special meeting of the Board of Directors of Kanawha County Public Library was held on Tuesday, October 20, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Mr. Hanson
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Mr. Maurice
Mr. Shonk
Mr. Snyder
Mr. Stone

The President called the meeting to order and served as Chairman of the meeting and the Director served as Secretary of the meeting.

The Chairman stated that the meeting had been called for the purpose of considering, accepting or rejecting offers to purchase the real property owned by Kanawha County Public Library which is situate at Lee and Hale Streets in the City of Charleston, West Virginia; and, if any offer is accepted, for the purpose of authorizing the execution of a contract of sale and such other papers as may be required to complete the transaction.

The Secretary reported that notice of meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the meeting and a copy of the notice published in the Charleston Gazette and the Charleston Mail once a week for four successive weeks be attached to the minutes of the meeting.

The minutes of the October 6, 1964, meeting were approved.

Mr. Hanson moved that the following resolution be adopted:

WHEREAS, Kanawha County Public Library proposes to sell its Lee Street property and use the proceeds of sale in repairing and remodeling the Capitol Street property which Kanawha County Public Library has purchased from the United States of America; and

WHEREAS, Kanawha County Public Library intends in January 1965 to enter into a contract for repairing and remodeling the Capitol Street building and it is imperative that the proceeds of the sale of the Lee Street building be available for payments to the contractor on the first day of March, June, September and December 1965, as the work progresses;

NOW, THEREFORE, BE IT RESOLVED, That the party with whom Kanawha County Public Library enters into a contract for the sale and purchase of the said Lee Street property shall be required to assure payment of the full purchase price (i) by furnishing a performance bond in the amount of the purchase price with corporate surety approved by the President and the Secretary of the Board or (ii) by depositing in escrow securities of the United States Government of value equal to the amount of the purchase price; and

RESOLVED FURTHER, That the said performance bond shall be furnished or the said securities shall be deposited prior to or contemporaneous with the execution of a contract of sale on behalf of Kanawha County Public Library, and that the terms of the escrow agreement shall be such as will, in the opinion of the President and Secretary of Kanawha County Public Library, properly provide that the said securities in escrow may be used to satisfy the installments of purchase price as they become due, in the event that the said party makes default in the payment thereof; and

RESOLVED FURTHER, That any party which has submitted an offer to purchase the said Lee Street property before the adoption of this resolution shall be given an opportunity to withdraw such offer.

The motion was seconded by Mr. Shonk, and after discussion, a vote was taken and the motion carried unanimously.

Representatives of the parties which have submitted offers to purchase the Lee Street property were invited to enter and came into the meeting room.

The Secretary then read the offers to purchase the Lee Street property which have been received, to-wit:

Sport Mart, Inc.	$200,000.00
National Bank of Commerce	456,000.00
Kanawha Valley Building	526,000.00
C. E. Silling and Associates	575,000.00

Discussion disclosed that the agents of some of the offerors were not prepared to state whether their principals desired to increase their respective offers, and it was decided that the meeting would be recessed until 11 a.m. on October 22, 1964, at which time the Board would endeavor to learn whether any of the four offerors desires to increase its offer, and if so, which of the four offerors will make the highest offer. It was announced that Kanawha County Public Library reserves the right to reject any or all offers without assigning any reason therefor.

Upon motion duly made, seconded and carried, it was ordered that the meeting be recessed until 11 a.m., Thursday morning, October 22, 1964, at the same place.

John V. Kay
President

Nicholas Winnisch
Secretary

NOTICE

To the Members of the Board of Directors:

A special meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at 4 o'clock p.m. on Tuesday, October 20, 1964, for the purpose of considering, accepting or rejecting offers to purchase the real property owned by Kanawha County Public Library which is situate at Lee and Hale Streets in the City of Charleston, West Virginia; and, if any offer is accepted, for the purpose of authorizing the execution of a contract of sale and such other papers as may be required to complete the transaction.

Dated this 15th day of October, 1964.

By Nicholas Winnicki
Secretary

Sale of Valuable Real Estate

Kanawha County Public Library proposes to sell and will receive offers for the property in the City of Charleston, Kanawha County, West Virginia, commonly known as the "Public Library", being a lot or parcel of land situated on the south side of Lee Street, between Hale Street and Dickinson Street, binding 128.25 feet on Lee Street, 188.12 feet on Hale Street, 190.75 feet on Dickinson Street, 127.25 feet on property owned by Smallridge and containing 24,200 square feet, more or less, and a four-story stone building thereon.

Such offers should be enclosed in a sealed envelope marked "Offer to purchase Public Library property on Lee Street" and mailed or delivered to Nicholas Winowich, Director of Kanawha County Public Library, Lee and Hale Streets, Charleston, West Virginia, so as to be received on or before 12 o'clock noon, on Thursday, October 15, 1964.

Terms of Sale: One-fourth on March 1, 1965, one-fourth on June 1, 1965, one-fourth on September 1, 1965, and one-fourth on December 1, 1965. Possession will be delivered about January 1, 1966, but not before the Capitol Street building recently purchased by the undersigned from the United States has been repaired and remodeled and the undersigned has moved its library operations thereto.

The undersigned reserves the right to reject any or all offers without assigning cause therefore.

Dated at Charleston, West Virginia, this 15th day of September, 1964.

Kanawha County Public Library

By /s/ John V. Ray
Its President

MINUTES OF AN ADJOURNED MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 22, 1964

An adjourned meeting of the Board of Directors of the Kanawha County Public Library was held on Thursday, October 22, 1964, at 11:00 a.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Chilton
Mr. Frink
Mr. Hanson
Dr. Harper
Mr. Jacobson
Mr. Kleeman
Mr. Lovenstein
Mr. Maurice
Mr. Shonk
Mr. Snyder
Mr. Stone

and the following members were absent:

Mr. Hopkins
Dr. Riggleman
Mr. Thomas
Mr. Williamson

The following persons were also present:

Mr. Ray M. Evans, representing Kanawha Valley Building
Mr. Hayes Picklesimer, representing Kanawha Valley Building
Mr. Joe Jeffcott, representing Kanawha Valley Building
Mr. Thomas B. Jackson, representing Kanawha Valley Building
Mr. Payne Brown, representing The National Bank of Commerce of Charleston
Mr. Lloyd Calvert, representing The National Bank of Commerce of Charleston
Mr. C. E. Silling, representing C. E. Silling and Associates

The President called the meeting to order and served as Chairman of the meeting and the Director served as Secretary of the meeting. The Secretary reported that a quorum was present and the Chairman announced that the meeting was ready to transact business.

The Secretary read the minutes of the Special Meeting held on October 20, 1964, and, on motion duly made, seconded and carried, the minutes were approved.

The President stated that the purpose of the meeting was to ascertain whether any of the parties which has heretofore submitted an offer to purchase the Lee Street property desired to increase its offer; to consider all the offers made; and to accept one of the offers or reject all of the offers.

The President then inquired whether the Sport Mart, Inc., The National Bank of Commerce, or Kanawha Valley Building desire to make an offer in an amount larger than $575,000.00, which is the highest offer received at the meeting on October 20, 1964, and was made by C. E. Silling and Associates.

Mr. Lloyd Calvert then delivered to the Chairman a sealed envelope and stated that it contained an offer of The National Bank of Commerce which was tendered but not received at the meeting on October 20, 1964, and that, in as much as some of the persons present at the said meeting had expressed a desire to know the amount of the offer, he was now submitting it. The Secretary opened the envelope and read to the meeting the offer therein contained, namely, The National Bank of Commerce offered to pay $530,000.00 for the Lee Street property.

The Chairman then inquired whether there were any other offers and Mr. Hayes Picklesimer stated that Kanawha Valley Building offered $580,000.00. Mr. C. E. Silling stated that C. E. Silling and Associates offered $590,000.00.

Thereafter successive offers were made by Mr. Hayes Picklesimer on behalf of Kanawha Valley Building and by Mr. C. E. Silling on behalf of C. E. Silling and Associates.

The last offer made on behalf of Kanawha Valley Building was in the amount of $710,000.00. Mr. C. E. Silling then made an offer in the amount of $711,000.00 on behalf of C. E. Silling and Associates.

Mr. Hayes Picklesimer then asked leave to withdraw all offers made on behalf of Kanawha Valley Building; and, there being no objection thereto, such leave was granted.

The Chairman asked whether any party present desired to make an offer to pay more than $711,000.00 for the Lee Street property. No such offer being made, all of the persons present except the Board of Directors and the Director withdrew from the meeting.

After some discussion of the offers which had been received for the Lee Street property, Mr. Shonk moved that the following resolution be adopted:

> RESOLVED, That the offer of C. E. Silling and Associates, a trade name used by C. E. Silling, to purchase the property of Kanawha County Public Library situate on Lee Street between Hale Street and Dickinson Street in the City of Charleston, Kanawha County, West Virginia, for the sum of $711,000.00, on the terms set out in the notice published in the Charleston Gazette and the Charleston Mail beginning on September 19, 1964, and in the resolution adopted by the Board of Directors of Kanawha County Public Library at a special meeting held on October 20, 1964, be and is accepted; and
>
> RESOLVED FURTHER, That Kanawha County Public Library enter into a contract of purchase and sale with C. E. Silling, doing business as C. E. Silling and Associates (or with the party for whom C. E. Silling and Associates is acting as agent in the event it is hereafter disclosed that C. E. Silling and Associates is acting on behalf of an undisclosed principal) substantially in the form submitted to this meeting; and

RESOLVED FURTHER, That the President be and he is hereby authorized and directed (i) to execute, acknowledge and deliver in the name of and on behalf of Kanawha County Public Library such contract of purchase and sale, such escrow agreement as he may deem sufficient for the protection of Kanawha County Public Library, and such other papers as may be required; and (ii) to do and perform such other acts as may be necessary to complete the said transaction.

Mr. Snyder seconded the motion, and, upon a vote being taken, all of the directors present voted in favor of the motion and the Chairman announced that the motion carried.

On motion duly made, seconded and carried the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 3, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 3, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Frink
Mr. Hanson
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the October 22, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the library for the month of October. There was a discussion of the revised plans submitted by Mr. Bailey. Several suggestions were made and considered: sub-basement floor possibilities in the future Kanawha County Public Library building; installation of elevator machinery on the roof and landscaping of certain areas surrounding the property. There were additional comments on book loans to be made to the Dunbar and Nitro libraries. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 89 and General Bills List No. 89 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Snyder and duly passed,

it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 88 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Snyder and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Contract of Purchase and Sale Lee Street Property. The President submitted to the meeting an executed Contract of Purchase and Sale, dated October 22, 1964, between Kanawha County Public Library, C. E. Silling doing business as C. E. Silling and Associates, as agent for Commercial Properties, Inc., and Commercial Properties, Inc., covering the property of Kanawha County Public Library situate on Lee Street, Hale Street and Dickinson Street in the City of Charleston, Kanawha County, West Virginia, and a signed Letter of Direction, dated October 22, 1964, addressed to Kanawha Banking and Trust Company by Commercial Properties, Inc., C. E. Silling doing business as C. E. Silling and Associates and Kanawha County Public Library, wherein Kanawha Banking and Trust Company acknowledged receipt of the sum of $711,000, to be held in escrow as therein provided.

Mr. Stone moved that the following resolution be adopted:

> RESOLVED, That the acts of the President and Secretary of Kanawha County Public Library in signing on its behalf the Contract of Purchase and Sale, dated October 22, 1964, between Kanawha County Public Library, C. E. Silling doing business as C. E. Silling and Associates, agent for Commercial Properties, Inc., and Commercial Properties, Inc., and the Letter of Direction,

dated October 22, 1964, addressed to Kanawha Banking and Trust Company, as Escrow Agent, by Commercial Properties, Inc., and others, are hereby ratified, approved and confirmed.

Mr. Lovenstein seconded the motion, and, upon a vote being taken, all of the directors present voted in favor of the motion and the chairman announced that the motion carried.

NEW BUSINESS

Honor - John V. Ray - The Charleston Gazette, November 2, 1964. Mr. Hanson directed the attention of the members of the Library Board to an editorial that appeared in the Charleston Gazette on November 2, 1964. Mr. Lovenstein moved that the editorial be spread upon the minutes of this meeting. Mr. Frink seconded the motion. Mr. Lovenstein put the motion and it was carried. The editorial is as follows:

"RAY'S EFFORTS MERIT PRAISE

"Thanks to an unprecedented auction, at which an unprecedented price was paid for downtown property, Kanawha County's Public Library is assured of a bright future for years to come.

"And when the auction ended and the high bid of $711,000 for the present library building and land was accepted, a gentleman by the name of John V. Ray, the auctioneer and the president of the library board, had every right to indulge a feeling of satisfaction and of accomplishment, although he is much too much the gruff veteran to give outward vent to emotions.

"West Virginia, the last time we checked, ranked 50th among the states in library facilities and services. But the local library has to apologize to none in the matter of service, and after it moves to new quarters in the old post office building, its facilities, adapted to a modern library's requirements, should serve the community for the next 50 years at least.

"Certainly, the success Kanawha's library has enjoyed over the years can in large measure be attributed to the tireless efforts of Ray. It was Ray who outraged city and county politicians several years back by convincing state legislators to enact a bill guaranteeing the library the strong public financial support it needed to serve the community adequately.

"A former Rhodes scholar, Ray has insisted ever since he became the board's president and guiding force on putting as much money as possibly could be squeezed from the budget into the purchase of books. As a result, the library has acquired a most impressive collection.

"Ray, perhaps before anyone, saw the necessity of moving the library to more commodious quarters. He worked hard to obtain the post office building for the library, once the federal government declared the former surplus. The auction of the Lee Street property was primarily his idea, and credit, too, must go to him for personally drumming up interest in the auction to make it so financially rewarding.

"This community owes Ray thanks for his many years of service on behalf of its library."

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.

John V. Ray
President

Nicholas Winnich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 8, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Hanson
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Snyder

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the November 3, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Additional comments were made, in response to questioning, on the new Nitro Public Library which held its Dedication Day program on Sunday, December 6, 1964, followed by opening day ceremonies at two o'clock on Monday, December 7; the Dunbar Public Library which is scheduled to begin operation in January, 1965; services extended to each library by the Kanawha County Public Library; and, the first anniversary to be observed by the St. Albans Branch on December 12, 1964.

Approval of Bills. The Director submitted Book Bills List No. 90 and General Bills List No. 90 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Lovenstein and duly passed,

it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 89 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Lovenstein and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Preliminary Plans - Capitol Street Building. Revised preliminary plans were exhibited. Mr. Hanson, Mr. Lovenstein, Mr. Shonk and the Director commented on the proposed addition to the building and upon the recommended changes. Following discussion, it was moved by Mr. Hopkins, seconded by Mr. Shonk, that the preliminary plans, with changes as recommended, be returned to Mr. Bailey so that final drawings may be completed as soon as possible. Motion passed.

NEW BUSINESS

Memorial Gifts. It was reported that several persons indicated interest in a memorial gifts program through which, for example, the grounds could be landscaped and meeting room furnished and equipped. Discussion followed. It was suggested that in the absence of appropriate guidelines that members of the Library Board postpone consideration until the next meeting to be held on January 5, 1965.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted adjourned.

Vice President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 5, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 5, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Hanson
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Dr. Riggleman
Mr. Shonk
Mr. Snyder
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the December 8, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. Following discussion and comments on the circulation of library materials, monthly and annual acquisition of books, bookmobiles and the proposed West Virginia Library Commission Building, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 91 and General Bills List No. 91 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 90 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Preliminary Drawings - Capitol Street Building. Mr. Lovenstein reported that preliminary drawings, printed and dated December 28, 1964, were approved as corrected and returned to Mr. Bailey. Following communications with contractors, Kuhn Construction Company volunteered to study the preliminary drawings and specifications and agreed to make an estimate on the modification of and addition to the Capitol Street Building at no cost to the Kanawha County Public Library. Mr. Lovenstein added that one set of drawings was submitted to the State Fire Marshall's Office for study and evaluation.

NEW BUSINESS

ALA Midwinter Meeting. Dr. Riggleman moved, Mr. Snyder seconded, that the Board approve payment of expenses of the Director incurred in attending the American Library Association Midwinter Meeting at Washington, D. C., January 27-29, 1965. The motion passed.

Cataloging and Processing of School Library Books. Mr. Snyder stated to the Board that a change in the method of cataloging and processing books in the school libraries in Kanawha County is being considered in order that the librarians of each school, who now do the cataloging, will have more time to work with students. Mr. Snyder inquired whether arrangements can be made to catalogue books purchased by the Board of Education for Kanawha County school libraries in the Capitol Street building when the remodeling of it is

completed. After considerable discussion, from which it appeared that it is the consensus of opinion that Kanawha County Public Library should assist the Board of Education in all reasonable ways in the operation of the school libraries, and it also appeared that some differences of opinion existed as to how the proposed processing and cataloging should be handled, it was moved by Mr. Stone that a special committee composed of Mr. Snyder, Mr. Lovenstein, Mr. Jacobson, Mr. Ray and Mr. Winowich be created to negotiate the proposal with the Board of Education, with authority to effect such agreement as they may deem for the best interests of library service in Kanawha County. The motion was seconded by Mr. Shonk, and upon a vote being taken was passed.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted adjourned.

President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 9, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Mr. Hanson
Dr. Harper
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the January 5, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. Following additional comments and discussion on the Dunbar Public Library and this Library's cooperative role in a training program sponsored by AAY (Action for Appalachian Youth) for disadvantaged youth who are school dropouts, the Director's report was accepted and ordered filed.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on February 8, 1965. Mr. Hanson, chairman of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1965/1966. Following an explanation of the document and discussion, it was moved by Mr. Hanson and duly seconded, that the budget for 1965/1966 be adopted as submitted. Following discussion, it was moved by Mr. Stone, seconded by Dr. Harper, that

the tendered budget and Mr. Hanson's motion be amended, so that the salaries of all personnel will be 3% more than for the past year. A vote was taken and Mr. Stone's motion carried. Thereupon the motion of Mr. Hanson, as amended, was duly adopted, and a copy of the budget was ordered to be attached to the minutes of this meeting.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1965, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone, and upon a vote being taken the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1965, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone, and upon a vote being taken the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1965, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone, and upon a vote being taken the motion carried unanimously.

Approval of Bills. The Director submitted Book Bills List No. 92 and General Bills List No. 92 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 91 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Community Council of Kanawha Valley, Inc. It was moved by Mr. Frink and seconded by Mr. Stone that Mrs. Anderson and the Director be named as the Library's delegates to the Community Council of Kanawha Valley for the year 1965. The motion carried.

Proposal of J. Russell Bailey for Services Relating to Furniture and Equipment. The Director read a letter addressed to Mr. Ray in which Mr. Bailey submitted a proposal relating to services in connection with the planning, specifications and inspections for furniture and equipment. Following

discussion, the letter was referred to Mr. Lovenstein and the Director for study and evaluation.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted adjourned.

John W. Ray
President

Nicholas Winnicki
Secretary

BUDGET 1965/1966
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES

Salaries

Professional	$ 92,922
Non-Professional	88,548
Substitutes	3,532
	$185,002

Books

Books	$ 61,325
Binding	6,250
Periodicals	3,425
	$ 71,000

Other Expenses

Salaries - Building	$ 15,999
Repairs and Maintenance	2,000
Utilities	9,408
Service Contracts	1,439
Building Supplies	1,125
Office and Library Supplies	9,200
Insurance	3,171
Vehicles - Repairs and Expense	2,200
Furniture and Equipment	440
Travel	875
Printing	775
Memberships	140
Social Security	6,384
Workmen's Compensation	255
Miscellaneous	1,460
Moving Costs and Related Expenses	15,000
	$ 69,871

TOTAL OPERATING EXPENSES	$325,873

Receipts		
Board of Education	$145,120	
County Court	145,120	
City of Charleston	63,435	
St. Albans	10,000	
Miscellaneous	14,000	
Total	$377,675	
Transfer to Capital Improvements	51,802	
Total for Operations		$325,873

CAPITAL IMPROVEMENTS - BUILDING FUND

Assets	
State Sinking Fund	$ 297,692.70
Interest	5,500.00
Sale of Lee Street Property	711,000.00
Transfer from Operating Budget	51,802.00
Total Assets	$1,065,994.70
Expenditures	
Payment Capitol Street Property 6-1-66	$ 41,802.26
Renovation Capitol Street Property	
a) Construction (Est.)	938,300.44
b) Architect Fees (Est.)	75,892.00
c) Contingencies	10,000.00
Total Expenditures	$1,065,994.70

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1965/1966

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$875.50	$10,506
Chief Children's Librarian	Wilma Brown	579.41	6,953
Chief Catalog Librarian	Alice Gygax	566.50	6,798
Chief Circulation Librarian	Ruth Figgatt	579.41	6,953
Chief Reference Librarian	Frances Gerard	527.91	6,335
Chief Extension Librarian	Frances Swope	605.16	7,262
Circulation Librarian	Frances Dillinger	476.41	5,717
Circulation Librarian	Eleanor Keenan	437.75	5,253
Circulation Librarian	To be appointed	412.50	4,950
Reference Librarian	June Martin	437.75	5,253
Extension Librarian	Helen Miller	476.41	5,717
Extension Librarian	Evelyn Coskey	424.91	5,099
Branch Librarian	Clara Hampton	502.16	6,026
Preparation Librarian	Robert Simmons	429.16	5,150
Children's Librarian	To be appointed	412.50	4,950
			$92,922

Non-Professional Staff

Director's Secretary	Lorena Ammar	$429.16	$ 5,150
Special Clerk, Catalog	Mae Thomas	299.58	3,595
Special Clerk, Catalog	Donald Callard	307.25	3,688
Special Clerk, Branch	Henrietta Kidd	268.66	3,224
Special Clerk, Branch	Martha Moran	260.91	3,132
Junior Clerk, Office	To be appointed	207.50	2,490
Senior Clerk, Office	Barbara Steele	273.83	3,286
Senior Clerk, Extension	Laverta Spurlock	281.50	3,379

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Susan Bader	$213.75	$ 2,565
Junior Clerk, Extension	Judith Benwitt	213.75	2,565
Junior Clerk, Extension	Dorothy Hiner	221.50	2,658
Junior Clerk, Extension	Franca Martin	244.66	2,936
Junior Clerk, Catalog	Barbara Baldy	229.25	2,751
Junior Clerk, Catalog	Jacqueline Cordell	221.50	2,658
Junior Clerk, Catalog	Patricia Neil	229.25	2,751
Junior Clerk, Catalog	Jacqueline Smith	213.75	2,565
Junior Clerk, Circulation	Iris Chapman	221.50	2,658
Junior Clerk, Circulation	Nancy Hardman	213.75	2,565
Junior Clerk, Circulation	Cortez Johnson	221.50	2,658
Junior Clerk, Circulation	Anita Lynn Williams	213.75	2,565
Junior Clerk, Boys and Girls	Dianne Allison	213.75	2,565
Junior Clerk, Boys and Girls	Sarah Jane Miller	213.75	2,565
Junior Clerk, Boys and Girls	Nancy Ringel	229.25	2,751
Junior Clerk, Catalog	To be appointed	207.50	2,490
Bookmobile Driver	Floyd Bowen	345.08	4,141
Messenger			1,080
Pages - 145 hrs. per week x 52 @ 85¢			6,409
Pages - 180 hrs. per week x 52 @ 75¢			6,708
			$88,548

Substitutes

1 librarian equivalent to 3 months (circ.)	$ 1,082
1 librarian equivalent to 5 months (ref.)	1,900
1 truck driver for deposit collections	300
1 substitute bookmobile driver	250
	$ 3,532

Books

Books		
Boys and Girls	$10,000	
Circulation	20,600	
Extension	18,800	
Reference	7,500	
St. Albans	2,700	
		$59,600
Phonograph Records	$ 1,600	
Binding	6,250	
Periodicals	3,425	
Postage	125	
		11,400
		$71,000

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James Thomas	$370.83	$ 4,450
Janitor	Robert Dawkins	298.75	3,585
Janitor	Fred Skiles	298.75	3,585
Janitor (part-time)	Moses Adams	145.91	1,751
Janitor, Branch	Cyrus B. Thomas	149.41	1,793
Substitutes			835
			$15,999

Repairs and Maintenance

General Repairs	$2,000

Utilities

Electricity	$5,215
Gas	1,350
Telephone	2,240
Sewerage	263
Water	328
Sanitation	12
	$9,408

Service Contracts

Office machines	$ 682
Fred Skiles - hauling trash	300
General Window Cleaning	312
Property Protection Company - recharging of fire extinguishers	25
Orkin Exterminating Company	120
	$1,439

Building Supplies

Fluorescent tubes and incandescent lamps	$ 450
Wax, steel buffing pads, brooms, mops, soap and other items	675
	$1,125

Office and Library Supplies

Office Supplies

Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$2,300

Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	3,900

Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	500

Postage

Postal cards, stamped envelopes and stamps	2,500
	$9,200

Insurance

Furniture and Equipment	$ 350
Buildings	823
Exhibition	50
Public Liability	309
Vehicular	
Bookmobile	379
Truck	185
Plate Glass	34
Valuable Papers	1,041
	$3,171

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,200
Washing bookmobile and truck	100
Bookmobile and truck - maintenance and repair	900
	$2,200

Furniture and Equipment

2 Typewriters	$440

Travel

Director and five staff members to attend West Virginia Library Association Fall Meeting	$175
Director to attend American Library Association Midwinter Meeting	150
Director and two staff members to attend American Library Association annual Summer Meeting	550
	$875

Printing

Annual reports - 1,000	$100
Bookmobile - Fall/Winter schedules	200
Bookmobile - Summer schedules	175
Publications - booklists, bookmarks, posters and informational literature	300
	$775

Memberships

American Library Association	$135
West Virginia Library Association	5
	$140

Social Security

Contribution on earnings up to $4,800	$6,384

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 10¢ per $100.00	$179
Amount based on Class K-4 (building staff, bookmobile and truck driver) at 35¢ per $100.00	76
	$255

Miscellaneous

Ads in library publications	$ 35
Legal advertising	230
Audit	630
Refunds on lost books - paid	225
Refunds on deposits	15
Petty Cash Disbursements	325
	$1,460

Moving Costs and Related Expenses

Moving expenses to Capitol Street site and related expenses	$15,000

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 9, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Snyder
Mr. Thomas

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the February 9, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Additional comments and discussion concerning services extended to the libraries of Dunbar, Nitro and South Charleston, and the completed plans expected to be delivered within weeks, were made. Mr. Hanson reported that in addition to the Director, Mrs. Brown, Mr. Frink, Mr. Hopkins, Mr. Lovenstein and he represented the Kanawha County Public Library at the dedication of the Dunbar Public Library held on Sunday, February 14, 1965. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 93 and General Bills List No. 93 duly certified and approved in accordance with the

Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 92 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

State Sinking Fund. Mr. Hanson reported that the first payment from the sale of the Lee Street property in the amount of One Hundred Seventy-seven Thousand Seven Hundred Fifty Dollars ($177,750.00) has been received. Following discussion, it was moved by Mr. Shonk, seconded by Mr. Thomas that a sum of One Hundred Seventy-seven Thousand Seven Hundred Fifty Dollars ($177,750.00) be invested with the State Sinking Fund Commission deposited to the account of the Kanawha County Public Library. Motion carried.

Furniture and Paneling in the Old Post Office Building. Mr. Lovenstein asked that consideration be given to the disposition of benches, some desks and wood wall paneling in what was once the Federal Court Room. It was reported that Judge William H. Belcher, Common Pleas Court, Kanawha County, and two ministers were interested in acquiring several benches. Following discussion, it was moved by Mr. Shonk, seconded by Mr. Frink that the furniture, wood paneling and benches which are surplus to the modification needs of the Kanawha County Public Library be offered to the levying authorities of the County Court of Kanawha County, Board of Education of Kanawha County and City of Charleston. Motion carried.

West Virginia Library Commission Application for Construction (Title II) Funds, Library Services and Construction Act. It was moved by Mr. Lovenstein, seconded by Mr. Frink, that the Kanawha County Public Library prepare and submit to the West Virginia Library Commission an application for Construction (Title II) funds under the enacted Library Services and Construction Act. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted adjourned.

Arthur Gunderson
Vice President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 13, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 13, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the March 9, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. Discussion and additional comments concerning insurance of library materials, furniture and equipment; availability of Library Services and Construction Act funds through the West Virginia Library Commission; and the receipt of letters of acknowledgment and appreciation from William Herbert Belcher, Judge, Court of Common Pleas of Kanawha County, Herbert W. Richardson, Judge, Juvenile Court of Kanawha County, and J. Kemp McLaughlin, President, The County Court of Kanawha County, were made. Afterwards, the Director's report and the said letters were accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 94 and General Bills List No. 94 duly certified and approved in accordance with the

Bylaws, and on motion by Mr. Shonk, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 93 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

Professional Services - Architect. The President reported that Mr. J. Russell Bailey, the Library's architect, submitted a request for a part payment for professional services in the amount of Twenty-eight Thousand Dollars ($28,000.00) which is 35% of $80,000.00, and has been earned at this time. A check, #1307, dated April 8, 1965, and in the above amount was mailed on April 8, 1965, to Mr. Bailey. Following discussion, it was moved by Dr. Harper, seconded by Mr. Frink that the said partial payment be ratified, approved and confirmed. Motion carried.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein presented a progress report. He announced that Mr. Duncan, an associate of the architect, will arrive in Charleston on Thursday, April 15, 1965, with drawings and specifications. A meeting of the Building Committee has been arranged at 4:00 p.m. on that date to review plans, specifications, documents and advertisements. Mr. Lovenstein invited Library Board members to attend.

NEW BUSINESS

Budget - Unexpended Salaries. It was moved by Mr. Jacobson, seconded by Mr. Shonk and unanimously

> RESOLVED, That the unexpended balance in the salaries account which is the result of unfilled positions on the library staff, be spent for books, unless the Library Board shall hereafter direct that expenditures thereof be made for operating expenses and/or other Library purposes.

Landscaping. Mr. Richard W. Boggs, of Boggs and Rehm Landscape Architects, submitted a suggested landscape development which would make use of plantings, arrangements and modifications on the promenade, on the site facing Capitol Street and on the site facing Summers Street. Following discussion, it was decided that the proposal should be discussed with the architect by the Building Committee.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Kay
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 11, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 11, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Mr. Hanson
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the April 13, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Additional remarks were made by Mr. Lovenstein, Mr. Snyder and the Director concerning the Neighborhood Youth Corps and the meaningful work experience provided financially disadvantaged high school boys and girls. The Director also discussed and answered questions on the Library's application for Library Services and Construction Act Funds submitted recently to the West Virginia Library Commission. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 95 and General Bills List No. 95 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Dr. Harper and duly passed, it was ordered that the bills set out on the two lists be paid and that the

said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 94 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Dr. Harper and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Construction Plans and Specifications. Mr. Lovenstein reported the names of General Contractors and Sub-Contractors who have, to-date, secured plans and specifications; invited members of the Library Board to be present at the bid opening scheduled for Thursday, May 27, 1965, at 3:00 p.m. in the Board Room; exhibited plans and specifications; and reviewed and commented on recently submitted addendum #1.

Benches, Capitol Street Building. The Director reported that 20 benches of 12 foot lengths each and two benches of 14 foot lengths each remained in the Capitol Street building for disposition. The Director also reported that Mr. J. Kemp McLaughlin, President of the County Court of Kanawha County, had indicated, by letter, the Court's desire to acquire the benches. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Snyder that the remaining benches are now surplus to the needs of the Kanawha County Public Library and therefore it will be in the best interests of this Library to give them to a levying authority which contributes to the support of this Library, viz., the County Court of Kanawha County. Motion passed.

NEW BUSINESS

Library Board Memberships. It was moved by Mr. Stone, seconded by Mr. Frink, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Mrs. Benjamin Brown, for a term of six (6) years beginning July 1, 1965; (ii) Dr. Leonard Riggleman, for a term of six (6) years beginning July 1, 1965; and (iii) Mr. Walter Snyder, for a term of six (6) years beginning July 1, 1965. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Position Vacancy. The Director presented the credentials of Miss Dorothy Yu for the position of Catalog Librarian. He reported on her educational background, experience and personal qualifications. The Director recommended that she be appointed. There was some discussion concerning her availability, being an alien, for employment in a public library. It was suggested that the Director consult with the proper federal officials. It was moved by Mr. Frink, seconded by Mr. Snyder and

> RESOLVED, That Miss Dorothy Yu be appointed Catalog Librarian, effective June 1, 1965, at an annual salary of $5,100.00, conditioned upon her citizenship status being such that she may lawfully be so employed.

Motion carried.

Purchase Agreement - Second Payment. The Director reported that a second payment $42,808.83, ($19,124.83 of interest and $23,684.00 of principal) will be due and payable on June 1, 1965, to General Services Administration Region III. Following discussion, it was moved by Mr. Stone, seconded by Mr. Lovenstein that the said payment be made at the due date. Motion carried.

State Sinking Fund. There was discussion of the need for retaining funds following the receipt of $177,750.00 from the National Bank of Commerce, due June 1, 1965. It was moved by Mr. Frink and seconded by Mr. Lovenstein that the Director be authorized to deposit with the State Sinking Fund such part of the said payment as will not be needed within the next 6 months. Motion carried.

Neighborhood Youth Corps. It was moved by Mr. Stone, seconded by Mr. Snyder, that the Director be authorized to submit an application to the Board of Education of the County of Kanawha under the federally supported Neighborhood Youth Corps program which will provide the library with the services of 12 young people, high school students between the ages of 16-21. Motion carried.

Acting Chief Circulation Librarian. On motion duly made, seconded and carried, the Director was authorized to designate Miss Frances Dillinger as Acting Chief Circulation Librarian during the absence of Miss Ruth E. Figgatt and to adjust the salary of Miss Dillinger during such period, accordingly.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 8, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 8, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Hanson
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Snyder
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the May 11, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. There were questions and additional comments on the following: circulation of library materials; size and quality of book collection; and removal, salvage and sale of brass materials located in the Old Post Office and Federal Courthouse Building. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 96 and General Bills List No. 96 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Snyder and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 95 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Snyder and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Bid Opening. Mr. Lovenstein reported on the public opening of bids held in the Board Room of the Library on Thursday, May 27, 1965, at 3:00 p.m. E. L. Harris and Son Inc., of Charleston submitted the lower of two bids. Harris' base bid amounted to $1,498,787.00 with a deductive alternate of $162,000.00 for the proposed addition. The Southeastern Construction Company of Charleston submitted a bid of $1,580,000.00 with a deductive alternate of $117,000.00.

Mr. Lovenstein stated that it appeared that one of the reasons for the high cost of the building and remodeling project is that the Kanawha Valley contractors are enjoying and experiencing one of the biggest construction seasons in the history of the area. Following an inquiry regarding remodeling costs, the Chairman reviewed the studies made during the past few years. The Chairman announced that the contractor, engineers and architect are attempting to reduce the cost of the project by deleting those things which can be postponed until some later date without affecting either library service or the library facility.

Federal Grants. Mr. Hopkins reported that he has studied various Federal grant programs, as well as had mail and telephone communications with Senators Byrd and Randolph, and recommended that a committee of the Library

Board meet with Governor Smith to explore possibilities of securing funds under the Appalachian Regional Development Act. He also suggested that the Library file an application for a grant under the new Public Works Act recently passed by the U. S. Senate. Following discussion, Mr. Hopkins was requested to continue to pursue and explore various federal grant programs and the Chairman was authorized to invite several members of the Board to meet with Governor Smith and solicit his support.

On motion of Mr. Stone, seconded by Mr. Lovenstein, and after discussion thereof, the following resolutions were unanimously adopted:

WHEREAS, Under the terms of said Public Law 345, as amended, the United States of America has authorized the making of grants to public bodies to aid in financing the construction of specific public projects:

NOW THEREFORE, BE IT RESOLVED BY The Board of Directors of (Governing Board of Applicant) Kanawha County Public Library

1. That John V. Ray, president of applicant (Designated Official) be and he is hereby authorized to execute and file an application on behalf of Kanawha County Public Library (Exact Legal Corporate Name Of Applicant) with the Housing and Home Finance Agency, United States Government, for a grant to aid in financing the construction of new multi-story stack addition (Brief Project Description)

2. That Nicholas Winowich (Name of Authorized Representative), Secretary (Title) be and he is hereby authorized and directed to furnish such information as the Housing and Home Finance Agency may reasonably request in connection with the application which is herein authorized to be filed.

WHEREAS, Under the terms of Public Law 87-658, approved September 14, 1962, the United States of America has authorized the making of a grant to aid in financing the construction of a specific public works project, provided the proposed or planned total expenditure of the public body for its capital improvement projects is increased by an amount approximately equal to the non-Federal funds required to complete such public works project:

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of
Governing Board of Applicant
Kanawha County Public Library

1. That as of the date of filing of an application by Kanawha County Public Library (hereafter
(Exact Legal Corporate Name of Applicant)
called Applicant) with the Housing and Home Finance Agency, United States Government, for a grant to aid in financing the construction of new multi-story stack
(Brief Project
addition the Applicant had a capital improvements
Description)
plan or capital improvement budget for the fiscal year or years during which construction of the proposed project is expected to occur; and that the total expenditure for capital improvements in said plan or budget was $ None for the fiscal year ending June 30, 1965 and $ None for the fiscal year ending June 30, 1966.

2. That, in the event that said Federal grant is approved by the United States of America, said capital improvements plan or capital budget will be (is hereby) increased by $48,793 for the fiscal year ending June 30, 1966 and $97,600 for the fiscal year ending June 30, 1967 for a total increase of $146,393.00 in the proposed or planned total expenditure for capital improvement projects (exclusive of Federal funds.)

3. That said total increase in the proposed or planned total expenditure for capital improvement projects is approximately equal to the non-Federal funds required to complete the public works project for which the application is to be submitted.

This resolution is adopted pursuant to the authority provided by Chapter 178 Acts Legislature of West Virginia, Regular Session 1957.
(cite applicable State or local law)

NEW BUSINESS

Nominating Committee. Upon motion regularly moved, seconded and carried, a committee composed of Mrs. Anderson, Mr. Shonk and Mr. Lovenstein, Chairman, was selected to nominate officers for the coming year.

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in Detroit, Michigan, from July 1-9, 1965. Upon motion duly made by Mr. Snyder and seconded by Mr. Lovenstein, it was unanimously

> RESOLVED, That the expenses for the Director and an allowance of $100.00 each for three staff members be paid for attendance at the American Library Association's Annual Conference, July 1-9, 1965.

Vacations. The President presented the Director's recommendation for increasing vacation allowances of the professional and non-professional staff. Following discussion, Mr. Hanson moved that the following resolution be adopted:

> RESOLVED, That the basic yearly vacations with pay for members of the library staff be as follows:

Members of Professional Staff employed one year or more	4 calendar weeks
Members of Clerical and Custodial Staff employed one through nine years	2 calendar weeks
Members of Clerical and Custodial Staff employed ten through nineteen years	3 calendar weeks
Members of Clerical and Custodial Staff employed twenty years or more	4 calendar weeks

RESOLVED FURTHER, That proportional vacation periods be computed on the basis of employment during the current fiscal year for members of the staff who have not been employed by Kanawha County Public Library during the twelve-month period preceding the vacation period.

The motion was seconded by Dr. Harper and, a vote being taken, was adopted.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 1, 1965

A special meeting of the Board of Directors of Kanawha County Public Library was held on Thursday, July 1, 1965, at 11:00 a.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President called the meeting to order and served as Chairman of the meeting. In the absence of the Director, Miss Ammar served as Secretary.

The Chairman stated that the meeting had been called for the purpose of considering, accepting or rejecting bids submitted by E. L. Harris and Son, Inc., Mechanical Piping, Inc., and Ford Electric Company, Inc., to remodel the Capitol Street building; and, if any offers are accepted, to authorize the execution of such contracts and other papers as may be deemed advisable.

The Secretary submitted a copy of the notice of the meeting which was duly mailed to each member of the Board on June 21, 1965, and reported that notice of meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the meeting be attached to the minutes of the meeting.

The Chairman reviewed the activities of the officials of Kanawha County Public Library in connection with the former U. S. Post Office and Courthouse

Building project. There were questions and comments on the architect's fee, Appalachian Regional Development Act, Library Services and Construction Act and various financing plans.

The Chairman reported that an application has been filed with Governor Smith seeking an allocation of $500,000.00 to Kanawha County Public Library under the Appalachian Regional Development Act; and that the Chairman and the Director had discussed the request with Governor Smith's assistant, Mr. Paul Crabtree, on Monday, June 28, 1965. The Secretary read the letter-application to Governor Smith, dated June 30, 1965. A copy of the application filed by Kanawha County Public Library with West Virginia Library Commission for a grant of funds under Title II of the Library Services and Construction Act which accompanied the letter to Governor Smith, was submitted to the meeting.

Mr. Hopkins stated that the Public Works and Economic Development Act of 1965 had been passed by the Senate and is now being considered by the House, and that Senator Randolph is of the opinion that there will be money available under the said Act for library purposes. The Chairman stated that an application for funds under the said Act has been filed and is now at the Philadelphia office of the Housing and Home Finance Agency which will process all requests for aid.

The Chairman reported that conferences between E. L. Harris and Son, Inc., the low bidder, Mr. J. Russell Bailey, the architect, and the officers and committees of the Library have resulted in certain proposed deletions and savings and that if the said revisions are accepted, the total contract price will be $1,107,259.00, as shown by the following statement:

Base Bid		$1,498,787.00
Less: Alternate #1		162,000.00
		$1,336,787.00
Less: 0.6% on Decreased Tax Rate		8,021.00
		$1,328,766.00
Revisions to Mechanical Work	$58,833.00	
Delete outside work in front and left side of building	22,360.00	
Delete roof over bookmobile port	3,783.00	
Delete main elevator	18,166.00	
Delete booklift	5,731.00	
Change windows from Adlake to DeVac, Inc.	7,819.00	
Change carpeting to vinyl asbestos resilient tile and wood base to vinyl base	18,369.00	
Delete footings, piles and superstructure at rear of building	68,746.00	
Delete finish in story hour room	1,767.00	
Omit sign at front	2,055.00	
Change venetian blinds to conventional type	2,077.00	
Delete TV cable	1,243.00	
Delete sub-contractor bonds (does not include mechanical sub-contrs.)	1,284.00	212,233.00
		$1,116,533.00
Savings by awarding separate contracts to mechanical and electrical contractors		9,274.00
		$1,107,259.00

and there will be three (3) contracts, to-wit:

E. L. Harris and Son, Inc. (general contractor)	$ 716,975.00
Mechanical Piping, Inc. (mechanical contractor)	270,443.00
Ford Electric Company, Inc. (electrical contractor)	119,941.00
Total	$1,107,259.00

The Chairman reported that by a resolution adopted by it on May 15, 1965, the West Virginia Library Commission has approved the application submitted by Kanawha County Public Library for a grant of $187,050.00 under Title II of the Library Services and Construction Act; that the said sum will be available for the remodeling of the Capitol Street building; and that Kanawha County Public Library now has available for the work the sum of $300,000.00

in its capital funds account, the sum of $711,000.00 as proceeds of the sale of the Lee Street property and the said sum of $187,050.00, making a total of $1,198,050.00.

The Chairman pointed out that funds will be needed for the following, in addition to the work covered by the above-mentioned three contracts:

Architect's fees	$ 90,000.00
Moving costs (estimated)	10,000.00
Furniture (estimated)	150,000.00

and the Chairman also pointed out that the work covered by the aforesaid three (3) contracts does not include, among other things, air-conditioning machinery, main elevator, and outside work on the building.

It appeared to be the unanimous opinion of those present that funds must in some way be obtained with which to install the air-conditioning machinery and the main elevator, and, if possible, to do the outside work on the building; and also to purchase as much new furniture as possible.

The Chairman read to the meeting a letter from E. L. Harris and Son, Inc., dated June 18, 1965, in which E. L. Harris and Son, Inc., agreed to extend the time for acceptance of its bid by Kanawha County Public Library until July 27, 1965; and also agreed that any of the deleted items may be added to the contract at the amount deducted from the original bid if E. L. Harris and Son, Inc., is notified of the such election within four (4) months from the date of the contract, except that the time of extension for adding the main elevator will be three (3) months.

Mr. Jacobson moved that the following resolution be adopted:

> RESOLVED, That the President of Kanawha County Public Library be and he is hereby authorized and directed on its behalf, at such time as he shall deem proper, to accept the offers of E. L. Harris and Son, Inc., Mechanical Piping, Inc. and Ford Electric Company, Inc.,

for remodeling the Capitol Street Building, to execute contracts and such other papers as he may deem proper and to do such other acts as may be required to complete the said remodeling.

Mr. Stone seconded the motion, and, after discussion, a vote was taken and all of the directors present voted in favor of the motion, and the Chairman announced that the motion carried.

The Chairman read extracts from a letter from The National Bank of Commerce asking permission to erect a sign on the property at Lee and Hale Streets, with "copy" as follows:

"A Modern Multi-Story BANK and OFFICE BUILDING
will be erected on this site by

THE NATIONAL BANK of COMMERCE of CHARLESTON
with Parking on the Premises

Plot: 24,200 square feet
Scheduled for completion in 1967"

After discussion, Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That The National Bank of Commerce be permitted to erect a sign on the property at Lee Street and Hale Street, at such location, of such size and bearing such legend as the Director may approve.

The motion was seconded by Mr. Shonk, and, upon a vote being taken, the motion carried.

The Chairman presented the bill of Mr. J. Russell Bailey, the architect engaged by the Library, for professional services in the amount of Sixty-four Thousand Six-Hundred Dollars ($64,600.00). Following discussion, it was

moved by Mr. Lovenstein and seconded by Mr. Jacobson that consideration of the bill be deferred until the first regular meeting after the contracts have been signed. Motion carried.

There being no further business, the meeting on motion duly adopted adjourned.

John Ray
President

Lovena Ammar
Acting Secretary

NOTICE

To the Members of the Board of Directors:

A special meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at 11 o'clock a.m. on Thursday, July 1, 1965, for the purpose of considering, accepting or rejecting bids submitted by E. L. Harris and Son, Inc., Mechanical Piping, Inc., and Ford Electric Company to remodel the building situate at Capitol, Summers and Quarrier Streets in the City of Charleston, West Virginia; and, if any offers are accepted, for the purpose of authorizing the execution of contracts and such other papers as may be required.

Dated this 21st day of June, 1965.

By Nicholas Minovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 16, 1965

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 16, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Snyder
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the June 8, 1965, and July 1, 1965, meetings were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Discussion and additional comments on circulation of library materials, employment and use of Neighborhood Youth Corps high school students and size and quality of the book and non-book materials collection were made. Afterwards, the Director's report was accepted and ordered filed.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1965. Following discussion, it was regularly moved, seconded and carried, that the report be submitted to the Book Committee, and, upon being

approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Approval of Bills. The Director submitted Book Bills List No. 97 and General Bills List No. 97 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 96 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein reported that it is hoped that Kanawha County Public Library will receive an allocation under the Appalachian Regional Development Act; that Mr. Duncan, Associate Architect, was coming to Charleston to confer with the General Contractor, Sub-Contractors, Mechanical Engineer and Structural Engineer about the inside demolition work and other matters.

Architect's Fee. Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That fifty per cent (50%) of the bill for services submitted by the Architect with his letter dated June 21, 1965, viz., the amount of Thirty-Two Thousand Three Hundred Dollars ($32,300.00), be paid on account, to be credited on the final bill.

The motion was seconded by Mr. Snyder, and, upon a vote being taken, the motion carried.

Demolition. The Chairman reported that the Building Committee, Architect and Contractor were in agreement that the inside demolition work required by the drawings and specifications should be started and proceed without delay, and submitted to the meeting a contract for that work between E. L. Harris and Son, Inc. and Kanawha County Public Library, which he had signed on behalf of the latter.

After discussion, Mr. Shonk moved that the following resolution be adopted:

RESOLVED, That the contract by and between Kanawha County Public Library and E. L. Harris and Son, Inc., covering the required inside demolition work on the Old U. S. Post Office and Courthouse Building, which has been submitted at this meeting, be ratified, approved and confirmed; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be and he is hereby authorized to execute on its behalf all other documents which may necessary and/or proper to complete the work.

The motion was seconded by Mr. Lovenstein and, a vote being taken, was adopted.

NEW BUSINESS

Election of Officers. An election being held as provided in the Bylaws, the following were elected for a term of one year ending June 30, 1966, and until their successors are duly elected:

President	- John V. Ray
Vice President	- Arthur Hanson
Secretary/Treasurer	- Nicholas Winowich

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

John V. Ray
President

Nicholas Winowich
Secretary

ANNUAL REPORT

KANAWHA COUNTY PUBLIC LIBRARY

1964/1965

CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
William J. Frink
O. M. Harper
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
Leonard Riggleman
Donald C. Shonk
Walter F. Snyder
A. Guy Stone
L. Newton Thomas
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
June Martin
Helen Miller
Robert F. Simmons
Frances A. Swope

Non-Professional

Dianne Allison
Lorena Ammar
Susan Bader
Floyd Bowen
Iris Chapman
Jacqueline Cordell
Barbara Dery
Nancy Hardman
Dorothy Hiner
Cortez Johnson
Henrietta Kidd
Brenda Lunsford
Franca Martin
Janet McCune
Sarah Jane Miller
Martha Moran
Patricia Neil
Marva Perry
Jacqueline Smith
Laverta Spurlock
Barbara Steele
Mae Thomas
Lynn Williams

Building Staff

James Thomas, Building Superintendent

Robert Lee Dawkins
Fred Skiles

28 Additional Part-Time Staff Members

ANNUAL REPORT 1964/1965

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1964, to June 30, 1965, is herewith submitted:

A check in the amount of $50,004.00, representing the first payment on the U. S. Post Office and Courthouse Building was delivered to General Services Administration on August 11, 1964, and a Purchase Agreement, duly executed, was received from Washington. On August 14, 1964, the General Services Administration, through its Charleston Area Manager, turned over "the key" to the U. S. Post Office and Courthouse Building to the Kanawha County Public Library. Mr. John V. Ray, President, and Mr. Nicholas Winowich, Library Director, were present. The event was reported and pictured in the daily newspapers and on television.

Mr. J. Russell Bailey, Architect, A.I.A. of Orange, Virginia, who has been advising the Library Board for several years, was employed by the Library Board to perform the architectural services required to make alterations and additions to the U. S. Post Office and Courthouse Building.

Visits to Charleston by Mr. Bailey and members of his staff, conferences with the Library Board and its committees, meetings with the Structural Engineer and Mechanical Engineer were some of the ingredients leading toward approval and delivery of final plans and specifications.

Notice of sale of Kanawha County Public Library property in Charleston was published in both the Charleston Daily Mail and Charleston Gazette. These legal advertisements prompted representatives to submit offers of purchase. The site was sold for the sum of $711,000.00.

An application was filed with the West Virginia Library Commission for Library Services and Construction Act funds in support of the library's building program.

At the public opening of bids held in the Board Room of the library on Thursday, May 27, 1965, at 3:00 p.m., E. L. Harris and Son, Inc., of Charleston submitted the lower of two bids. Harris' base bid amounted to $1,498,787.00 with a deductive alternate of $162,000.00 for the proposed addition. The Southeastern Construction Company of Charleston submitted a bid of $1,580,000.00 with a deductive alternate of $117,000.00.

Miss Lorena Ammar, Secretary to the Director and to his predecessors, Isobel Lynch, Charles Butler, Robert North and Mark Crum, concluded twenty years of dedicated service with the Kanawha County Public Library. Miss Ammar was honored at a dinner given by the staff on April 16, 1965.

The Kanawha County Public Library and its Technical Processing Section had a brief opportunity to cooperate with Action for Appalachian Youth and its Kanawha Employment for Youth (KEY) Division in a training program involving disadvantaged youth who, for reasons of their own, left high school before graduation and who eventually came to be known as "drop-outs." Following the usual and appropriate determinations (interviews, scheduling and assignments) five young men and one young lady were assigned to the Kanawha County Public Library for training in book mending and the processing of materials (pasting pockets and marking materials for the purpose of establishing library ownership). Each of the six young adults received a training allowance of $18.00 per week from AAY. They learned quickly and easily and performed well.

The Neighborhood Youth Corps Project sponsored by the Board of Education from funds made available by the Economic Opportunity Act, In-School Work-

Training Program, made it possible for the library to acquire the services of twelve high school boys and girls who came from low-income families where the annual earning was less than $3,000.00.

The student workers were responsible for shelf space cleaning, reading and arranging shelves, clipping and mounting pictures and mending and repairing of library materials. In exchange, the library provided a constructive work situation and an experience of value to the needy and deserving student. Though the program was partially pre-vocational, it recognizes that the employability of the individual is not determined by vocational skills alone. The high school worker must know how to dress appropriately, have an adequate self image, know good work habits and have a suitable attitude toward work.

BOYS AND GIRLS DEPARTMENT

The Vacation Reading Club sponsored by the Boys and Girls Department and endorsed with enthusiasm by parents and teachers was reactivated for the summer. Having few rules, lacking official organization and electing no officers, the summertime children's activity reminded readers and library visitors that "Good Books Add Something Extra To Your Vacation." More than 1,100 boys and girls registered in the exclusively children's organization that believes "Books Make Summer More Fun."

The department has an active books, reading and library program and an energetic children's librarian who makes time to visit elementary schools; encourages visits to the library by pre-school and elementary school children; and promotes and participates in an exciting radio show (sometimes the young boy or girl becomes frightened at the sight of a microphone and

Wilma Brown, as always, is prepared so that the loss of continuity is hardly noticeable at all).

BUILDING AND GROUNDS

Several sections of the sidewalk on Lee, Hale and Dickinson Streets, and the sidewalks and promenade at the Capitol Street site were repaired and improved by Mr. Thomas, Building Superintendent.

The benches in the Old Federal Court Room, determined to be surplus to the needs of the Kanawha County Public Library, were presented to Judge Richardson's Juvenile Court of Kanawha County, Judge Belcher's Court of Common Pleas and to the County Court of Kanawha. Letters of acknowledgment and appreciation, addressed to the Library Board were received. Judge Belcher said,

> "The benches are not only well designed and sturdy--and timeless in style, but have a historic significance in having served the public for many years, and it is my hope that justice will be dispensed here as wisely and fairly as it has been in their past surroundings in the United States District Court for the Southern District of West Virginia.
>
> "This is to express my appreciation for your kindness in presenting the benches, and I hope you will advise the members of the Library Board how pleased we are with them."

Judge Richardson replied, the benches "arrived this morning and add immeasurably to the dignity of the courtroom and give me much needed seating space." Mr. J. Kemp McLaughlin, President, County Court of Kanawha County also extended appreciation of the County Court and added,

> "They (the benches) not only saved the taxpayers of Kanawha County hundreds of dollars but they are a great deal better group of benches than we could have purchased today."

CATALOG DEPARTMENT

The total book stock, as of June 30, 1965, numbers 249,178 volumes.

BOOK STOCK BY AGENCY

	Main Collection	Extension	St. Albans	Total
Adult	90,010	20,125	5,900	116,035
Young Adult	5,532	6,588	681	12,801
Juvenile	35,680	38,370	5,020	79,070
Reference	39,714	(Included in J and Adult)	450	40,164
Reserve	1,108			1,108
Total	172,044	65,083	12,051	249,178

Reference	Main collection	23,661
	West Virginia	4,636
	Microfilm	1,839
	Bound periodicals	9,206
		39,342
	Juvenile reference	372
	St. Albans reference	450
	Total	40,164

Since a considerable effort is expended and directed toward mending and repairing of books and library materials, Mr. Simmons was asked to keep a record of the number of items handled each month. In February, 1965, it may be of interest to know that there were 988 books processed and restored to bookshelf duty for use by the public and staff.

CIRCULATION DEPARTMENT

A special exhibit was arranged in the lobby highlighting Mary Lee Settle's new novel, Fight Night on a Sweet Saturday. A collage of

materials - bookjackets, photographs and reviews - prompted many library visitors to ask for the Charleston author's book.

A dramatic increase in the number of high school and college students visiting the library and using its collection of materials has been observed. The rush hour seems to be continuous from 10:00 a.m. until closing time. The accelerated use of Charleston High School facilities by students of George Washington High School, for example, has brought a larger concentration of young people into the downtown area. In addition, many young men of Morris Harvey College, in residence at two near-by hotels, are more than frequent users of the library's services and facilities.

Our Circulation Department librarians have been very helpful to the Charleston Job Corps Center located in the Kanawha Hotel. Prepared reading lists were distributed and recommended books for purchase were suggested at the request of the project's librarian. In addition to the above, there were other and numerous areas of cooperation and assistance.

EXTENSION DEPARTMENT

Mrs. Swope estimated that more than 26,000 books will have been loaned to more than 600 classrooms in 70 elementary schools during the 1964/1965 school year.

Mrs. Miller and Miss Coskey, Extension Department librarians, have done occasional work, schedules and responsibilities permitting, in our Reference, Circulation and Boys and Girls Departments. This broader experience gives each an opportunity to get re-acquainted with other areas of the library and its collections as well as being counted upon to assist whenever emergencies arise.

The staff selected 1,500 books to be placed on loan in the Nitro and Dunbar libraries. The immediate goal was to have this number available for use in the above communities by "Opening Day" followed by supplemental loans as needed.

Mrs. Swope was available and provided many hours of invaluable consultative services to the staff in Nitro and Dunbar libraries.

A little more than 10 years ago the library purchased, at a cost of $11,887.00, a specially designed 34 foot vehicle called a bookmobile. Since that time, the "library on wheels" has traveled approximately 120,000 miles throughout most of Kanawha County over all kinds of roads and in all sorts of weather. With good drivers, proper maintenance and some luck, there is reason to believe that this vehicle can continue to run the streets and highways for several years to come.

Noble Order of Bookworms Reading Club Awards were presented to 2,529 boys and girls by the Extension Department. A special recognition night was observed on May 26, 1965, when 165 gold pins were presented to Kanawha County children who read 50 or more books for five consecutive years. The St. Albans Branch hosted the ceremony which was attended by approximately 300 persons.

REFERENCE DEPARTMENT

Saturdays continue to be busy days in the activity of the department and library. The place seems to be overcome with high school and college students intent upon locating and using materials for term papers and themes. For the most part, materials are available and the search for books and magazine articles is successful and satisfying with corresponding and mutual satisfaction. However, there are times when heavy demand meets face-

to-face with limited resources and on occasions such as this our librarians do a good job of advising young people to write on something other than: capital punishment, liquor by-the-drink, constitutional changes, air pollution and reapportionment.

ST. ALBANS BRANCH LIBRARY

A great books discussion group was organized by Mrs. Clara Hampton, Branch Librarian, in cooperation with Mr. and Mrs. K. D. Williamson. The group meets once each month, excluding summer, in the room that bears several names: staff room/board room/and multi-purpose room. Whatever the designation, the room provides enough comfortable space in an attractive setting to accommodate 25 persons.

We are proud to acknowledge and recognize the many conscientious and dedicated volunteers who regularly expend several working hours each week to relieve the staff of some burdensome but necessary routines.

Mrs. Hampton and other Branch personnel held an informal birthday observance on December 12 to commemorate the first anniversary of the opening of the new branch library building. Library visitors were treated, on that occasion, to home baked cookies prepared by members of the staff.

Mrs. Hampton reported that in the first full year of operation, the Branch sustained a substantial circulation of materials numbering 116,241 volumes; of this number, 35,781 volumes or 31% were adult titles.

STAFF

The sudden and tragic death of Margaret H. Hilliard on Saturday morning, September 19, 1964, shocked and saddened the staff as well as patrons who

knew her as a kind, conscientious, dedicated and sympathetic person and librarian. Margaret always gave an extra measure of service and value. She never walked if she could run - to the phone, to the bookshelf, to the picture file, to the card catalog, to the phonograph record collection. She lived to serve - the public, the staff and this library. Extra hours and special assignments were accepted cheerfully. Margaret seldom did less than the best and could always be expected to perform, as the phrase goes, "beyond the call of duty." A fund was created for the purchase of books and phonograph records in honor and memory of Margaret H. Hilliard.

The West Virginia Library Association held its annual conference in Clarksburg on October 17 and 18 at the Stonewall Jackson Hotel. Traditionally, the Association meets on a Friday and Saturday. However, on this occasion, a change of schedule was made. Meetings were held on Saturday and Sunday so as to give more school librarians an opportunity to attend. Of special importance is the fact that this was the fiftieth anniversary of the founding of the West Virginia Library Association.

Miss Ruth E. Figgatt, Chief Circulation Librarian, was re-elected Secretary of the West Virginia Library Association at its annual conference held in Clarksburg, October 16-18. The Director, a past president, was elected chairman of the Public Library Section and was appointed Exhibits Chairman for the meeting to be held in the fall of 1965.

The month of September traditionally introduces many members of the "speech-making" staff to the county PTA's and other community and professional organizations. This kind of an activity continues through the year and generally concludes in June.

A resident of Chattanooga, Tennessee, and a library school graduate, was scheduled to begin work in November as an assistant to Mrs. Gygax in the Catalog Department. Unfortunately, the person became ill and the search for a qualified and capable cataloger continued.

Months later, Mrs. Jason Yu, a charming young lady, a graduate of George Peabody Library School and an experienced cataloger, became a member of the staff as an assistant in the Catalog Department.

Ruth E. Figgatt, Chief, Adult Circulation Department, visited and traveled through many parts of Europe. During her absence, Frances Dillinger, an outstanding and dedicated librarian, assumed temporarily the responsibility of department head.

LIBRARY BOARD

At the annual meeting held on July 16, 1964, Mr. John V. Ray was elected President, Mr. Arthur Hanson was elected Vice-President and Mr. Nicholas Winowich, the Director, was elected Secretary.

The resignation of Mr. Neil Elphick, who was promoted to the New York office of FMC, was accepted with regret.

Mr. Bernard H. Jacobson was elected to the Library Board to fill the unexpired term of Mr. C. C. Dickinson, which ends June 30, 1968.

Mr. Walter F. Snyder was elected to the Library Board to fill the unexpired term of Mr. Neil Elphick, which ends June 30, 1965.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1964 - June 30, 1965

Population served: 252,925

Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (41 winter scheduled stops)	1
(53 summer scheduled stops)	
Branch	1
Deposit Stations	81
Schools	65
Collections delivered - 604 juvenile	
20 adult	
Fire Stations	8
Collections delivered - 96 adult	
Other Agencies	
Collections delivered - 16 adult	
Other School Stations	84
(Books borrowed by teachers from Boys and Girls Department and Bookmobile)	
Collections lent - 466	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	1964/65	1963/64
Borrowed from Main Library		
Boys and Girls Department	343,823	309,607
Circulation Department	187,312	199,424
	531,135	509,031

COUNTY CIRCULATION - Volumes

Borrowed from Extension Department		
Bookmobile	184,078	196,627
Deposit Collections	340,779	331,981
	524,857	528,608
Borrowed from St. Albans Branch		
Adult	35,781	19,487
Juvenile	80,460	50,121
	116,241	69,608
TOTAL CIRCULATION - Volumes	1,172,233	1,107,247

BOOK STOCK

	1964/65	1963/64
Number of volumes at the end of the year	249,178	238,180
Number of volumes added	19,374	19,694
Number of volumes withdrawn	8,376	7,043
Number of periodicals	431	423
Number of newspapers received	46	42

REGISTRATION

Total number of registered borrowers	52,384	49,217
Total number of registered borrowers during year	17,726	18,278
Children estimated to use deposit collections in addition to the above	13,982	14,539
Time required of staff: 40 hours a week		

AUDIO-VISUAL MATERIALS

Microfilm Reader	1
Record Player	2
Phonograph Record Albums	3,217 titles - 4,454 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)	21
Microfilm (reels)	1,839
Phonograph Records Circulated	11,559

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 10, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Stone

The President presided. In the absence of the Director, Miss Ammar served as Secretary and reported that a quorum was present. The minutes of the July 16, 1965, meeting were approved.

Director's Monthly Report. The July report will be completed and mailed the latter part of the month.

Approval of Bills. The Secretary submitted Book Bills List No. 98 and General Bills List No. 98, duly certified and approved in accordance with the Bylaws, and, on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Secretary to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 97, duly certified and approved in accordance with the Bylaws, and, on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein reported that a form had been received from Mr. Paul Crabtree requesting additional information for the application heretofore filed with the Appalachian Regional Development Act, and the Director was authorized to complete the form and deliver it to Mr. Crabtree.

The Chairman was directed to write letters to Senator Byrd, Senator Randolph and Congressman Slack informing them that Kanawha County Public Library has filed an application for funds under the Appalachian Regional Development Act and requesting their assistance in obtaining favorable action thereon by the Appalachian Regional Commission and the Secretary of Commerce.

Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That the President of Kanawha County Public Library be and he is hereby authorized to deliver a "letter of intent" to the general contractor, mechanical contractor and electrical contractor which have submitted the low bid for the work proposed to be done on the Capitol Street Building.

The motion was seconded by Mr. Snyder, and upon a vote being taken, the motion carried.

NEW BUSINESS

Personnel and Salary Changes. The Secretary submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

President

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 14, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 14, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the August 10, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. Following a discussion of circulation figures the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 99 and General Bills List No. 99 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 98 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Construction Contracts. The Chairman reported to the meeting that on behalf of Kanawha County Public Library he had signed three separate contracts for labor and materials required for alterations to the Capitol Street Building with E. L. Harris and Son, Inc., Mechanical Piping, Inc., and Ford Electric Company, Inc., respectively, and submitted the three executed contracts to the meeting.

After examination of the contracts and discussion thereof, Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That the action of the President in signing on behalf of Kanawha County Public Library the following contracts dated August 27, 1965, for labor and materials required for alterations to the Capitol Street Building, to-wit:
>
> (1) Contract with E. L. Harris and Son, Inc., in the amount of $639,975, for all of the work except the plumbing, heating and air-conditioning work and the electrical work;
>
> (2) Contract with Mechanical Piping, Inc., in the amount of $270,343, for the plumbing, heating and air-conditioning work;
>
> (3) Contract with Ford Electric Company, Inc., in the amount of $120,144, for the electrical work;
>
> be and is hereby ratified, approved and confirmed.

The motion was seconded by Mr. Stone, and, upon a vote being taken was unanimously carried.

Architect's Fee. Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That the remaining fifty per cent (50%) of the bill for services submitted by the Architect with his letter dated June 21, 1965, viz., the amount of Thirty-Two Thousand Three Hundred Dollars ($32,300.00), be paid.

The motion was seconded by Mr. Stone, and, upon a vote being taken the motion carried.

NEW BUSINESS

State Sinking Fund. Upon motion made by Mr. Lovenstein, seconded by Mr. Stone and unanimously carried, the investment of $100,000 with the State Sinking Fund for the account of Kanawha County Public Library by the Director was ratified, approved and confirmed.

Joe Loewenstein Memorial Foundation. The Chairman stated to the meeting that several months ago he had been approached by Stanley Loewenstein who indicated that the Joe Loewenstein Memorial Foundation was considering a gift to some charitable or educational institution in Charleston as a memorial to the late Joe Loewenstein; that subsequently the Chairman and Stanley Loewenstein had discussed the idea of landscaping the terrace and lawn of the new home of Kanawha County Public Library on Capitol Street as an appropriate memorial; and that recently, after he had met with the architect and studied the proposed landscaping plans, Stanley Loewenstein had advised the Chairman that the children and widow of Joe Loewenstein had agreed to recommend to

the Joe Loewenstein Memorial Foundation that the Foundation assume the cost of landscaping the front terrace and south lawn of the Capitol Street property, substantially according to the plans of the architect but including a fountain with appropriate sculpture, the total cost to be approximately $35,000.00.

The Chairman then read to the meeting a letter, dated August 11, 1965, signed by Charles B. Gates, Jr., Trust Officer of The Charleston National Bank, addressed to John V. Ray, President of Kanawha County Public Library.

Mr. Stone moved that the following resolution be adopted:

WHEREAS, The Joe Loewenstein Memorial Foundation has offered to contribute approximately $35,000.00 to Kanawha County Public Library, to be used by it to pay the cost of landscaping, including a fountain and appropriate sculpture, the front terrace and south lawn of its Capitol Street property, as a memorial to the late Joe Loewenstein; and

WHEREAS, The Board of Directors of Kanawha County Public Library, recognizing that Joe Loewenstein was a native of the City of Charleston and Kanawha County, a successful merchant and banker, yet of kind and gentle manner, and an outstanding public spirited citizen, who during his lifetime was held in the highest esteem throughout the Kanawha Valley and southern West Virginia, are of the opinion that the said offer should be accepted;

NOW, THEREFORE, BE IT RESOLVED, That Kanawha County Public Library gratefully accept the offer of the Joe Loewenstein Memorial Foundation to contribute approximately $35,000.00 to it, to be used for landscaping, including a fountain and sculpture, as set out in the letter dated August 11, 1965, signed by Charles B. Gates, Jr., Trust Officer of The Charleston National Bank, addressed to Mr. John J. Ray, President of Kanawha County Public Library, which letter is as follows:

Dear Mr. Ray:

I am pleased to advise you that the Joe Loewenstein Memorial Foundation is prepared to make a gift of approximately $35,000.00 to the Kanawha County Public Library in memory of the late Joe Loewenstein. These funds are to be used to provide landscaping at the front and south side of the new Library (formerly the Federal Building) on Capitol Street, including retaining walls, planters, benches, trees and other planting, and a fountain with sculpture. I understand that the basic landscaping will cost approximately $22,000.00, leaving approximately $13,000.00 for the fountain and sculpture.

The Joe Loewenstein Memorial Foundation will be pleased to consult with the Library Board and its Building Committee from time to time regarding plans for the landscaping and in the selection of the sculpture but the Foundation specifically wishes all final decisions to rest with the Library and its appointed committees.

The Foundation does wish to be permitted to approve any releases to the various news media concerning this gift.

At the conclusion of the remodeling, when the landscaping and fountain have been installed, the Foundation will want to place an inconspicuous plaque somewhere on the plaza indicating that the work was done in memory of Joe Loewenstein. The wording on the plaque, as well as its size and location, will be matters of joint decision between the Library and the Foundation.

It gives us great pleasure to make this gift and we hope it will contribute to the beautification of the community which Mr. Loewenstein loved and in which he spent his life.

Yours very truly,

Charles B. Gates, Jr.
Vice President and
Trust Officer

and the said letter is ordered to be filed with the minutes of this meeting; and

RESOLVED, FURTHER, That the President of Kanawha County Public Library do appropriately express to the Joe Loewenstein Memorial Foundation and to Ruth Loewenstein Osterweis, Stanley Loewenstein and Norma Builtman, the children and widow, respectively, of Joe Loewenstein, the gratitude of Kanawha County Public Library, its directors, officers, staff and patrons for the generous gift; and

RESOLVED, FURTHER, That upon the completion of the work, a plaque be placed on the front terrace, at such place as the architect may recommend, which will appropriately recognize that the landscaping, fountain and sculpture was done and furnished in memory of Joe Loewenstein.

The motion was seconded by Mr. Lovenstein.

After discussion and consideration of the motion, in the course of which the older members of the Library Board spoke of the high esteem in which Joe Loewenstein was held by his fellow citizens throughout his life, a vote was taken, and the motion was carried unanimously.

On motion duly made, seconded and carried, the following resolution was adopted:

RESOLVED, That the President of Kanawha County Public Library appoint a committee of seven members to make such decisions and perform such acts as may be required in connection with the gift of the Joe Loewenstein Memorial Foundation to Kanawha County Public Library for landscaping work, a fountain and sculpture, including, but not limited to, final approval of the plans for the landscaping work, the fountain, the sculpture and the memorial plaque; and

RESOLVED, FURTHER, That the President shall be ex officio chairman of the said committee, three members of it shall be members of the Library Board and three members of it shall be persons nominated by the Joe Loewenstein Memorial Foundation.

Arthur Hanson Illness. The Director reported that Mr. Arthur Hanson was ill and in the Charleston Memorial Hospital. It was regularly moved, seconded and carried that an expression of best wishes to and for good health and a speedy recovery be extended to Mr. Hanson through the Secretary. Motion carried.

Position Vacancy. The Director presented the credentials of Miss Nancy Orton for the position of Circulation Librarian. He reported on her educational background, experience and personal qualifications. The Director recommended that she be appointed.

It was moved by Mr. Lovenstein, seconded by Mrs. Brown and unanimously

RESOLVED, That Miss Nancy Orton be appointed Circulation Librarian effective October 1, 1965, at an annual salary of $5,100.00.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

John W Ray
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 12, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 12, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Snyder
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the September 14, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the library for the month of September. Following some discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 100 and General Bills List No. 100 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 99 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein presented a progress report on the demolition, masonry, cleaning and other work being done at the new Kanawha County Public Library on Capitol Street. He added that a proposed schedule of payments from Library Services and Construction Act funds has been submitted to the West Virginia Library Commission and that it appears likely that the first of several payments would be made on November 1, 1965. Mr. Lovenstein also reported that a U. S. Department of Labor Wage Determination, for the building project, had been received and following comparisons of the West Virginia Department of Labor Wage Rates, U. S. Department of Labor Wage Rates and union scale paid by E. L. Harris and Son, Inc., it should be noted that the wage rates paid by Harris are higher, in many instances, than the specified U. S. Department of Labor Wage Rates and in the remainder, the wage rates are the same as specified by the U. S. Department of Labor. Mr. Lovenstein also reported than an agreement between Mr. J. Russell Bailey and Mr. Charles Haviland, architect, Charleston, West Virginia, had been made whereby Mr. Haviland will represent Mr. Bailey on the architectural phases of the supervision of construction.

NEW BUSINESS

St. Albans Branch. The Chairman reported that groups from St. Albans have, on occasion, requested the use of the building on the nights when the Branch was closed (Wednesday) for the purpose of conducting programs of interest to its membership and community. Following considerable discussion, on motion duly made, seconded and carried, it was ordered that all such requests, with reluctance and regret, be denied.

Charles A. Williamson Illness. The Director announced that Mr. Charles A. Williamson was reported ill. Upon motion duly made, seconded and carried, the Director was asked to send an expression of best wishes for a speedy recovery to good health.

West Virginia Library Association Conference. The Director stated that the West Virginia Library Association Conference will be held in White Sulphur Springs on November 4-6. Four staff members had expressed a desire to attend. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That the expenses of the Director and an allowance of $25.00 each for four staff members be paid for attendance at the West Virginia Library Association Conference, November 4-6, 1965.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John W Ray

President

Nicholas A Winowich

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 9, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Lovenstein
Mr. Shonk
Mr. Snyder
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the October 12, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Comments and discussion on the subject of the recently enacted National Foundation on the Arts and the Humanities Act of 1965 were made and the Director was invited to seek additional information for presentation and consideration by the Library Board at a later date.

Reports of Committees.

Water Fountain and Sculpture Committee. The Chairman reported that the committee, composed of Mrs. Anderson, Dr. Harper, Mr. Shonk, Mr. Milton Koslow, Mr. Stanley Loewenstein, Mrs. Lloyd Black, and the

Chairman, ex officio, had held one meeting, conferred with Professor Dean Carter, a sculptor on the faculty of V. P. I., and planned to meet with other sculptors. Photographs depicting various pieces of sculpture rendered by several sculptors were exhibited and discussed.

Approval of Bills. The Director submitted Book Bills List No. 101 and General Bills List No. 101, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 100, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein reported on a meeting held on October 28, 1965, to discuss procedures to be followed in the supervision of the work on the building project. In attendance were: Mr. Bailey, the architect, Mr. Haviland, Charleston coordinator for the architect, Mr. Lambert, representative of the architect on mechanical work, Mr. Lovenstein, the Chairman and the Director.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John V Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 14, 1965

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 14, 1965, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Chilton
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the November 9, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Following comments and discussion of the coin-operated Vico-Matic Photo Copying Machine and the circulation of library materials for the five-month period ending in November, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 102 and General Bills List No. 102, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 101, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Chilton moved that the payment of the Construction Account Bills No. 1 heretofore made to the following:

E. L. Harris and Son, Inc.	$108,766.80
Ford Electric Company, Inc.	14,363.10
Mechanical Piping, Inc.	41,769.00
Robert M. Cronbach	592.91
J. R. Bailey - Plans and Specifications	1,060.29
Ackenheil and Associates, Inc.	2,226.44

be ratified, approved and confirmed. The motion was seconded by Mr. Stone. Motion carried.

UNFINISHED BUSINESS

Appalachian Regional Commission. The Chairman reported what has been done in regard to the Library's application for funds since the last meeting. Conferences with appropriate people are continuing and it is hoped that $250,000.00, as requested, will be forthcoming. Discussion followed afterwards.

NEW BUSINESS

Change Order #1. The Director submitted Change Order #1. The Chairman explained that the work covered by it is the installation of sanitary and storm sewer lines by Mechanical Piping, Inc., for $2,425.00.

Following discussion, it was moved by Mr. Chilton, seconded by Mr. Stone, that the change order be approved. Motion carried.

Special Committee. The Director reported that the Kanawha County Public Library has been in residence at the Lee and Hale Streets site since May, 1926. He suggested that perhaps some token piece of furniture, fixture or representation could be removed from the present building and placed in the new library building on Capitol Street. Following discussion, upon motion duly made by Mr. Chilton, seconded by Mr. Stone, it was unanimously

> RESOLVED, That the Chairman appoint a committee, who shall make an appropriate examination for the remembrance of things past and who shall make its recommendation to the Library Board at some future meeting.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 11, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Snyder

In the absence of the President, Mr. Lovenstein presided. The Secretary reported that a quorum was present. The minutes of the December 14, 1965, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. Additional comments and discussion were made on the photo copying machine and the condition of the ceiling in the St. Albans Branch, a section of which appears to be sagging. The ceiling will be repaired or replaced by the contractor at no cost to the Library. The Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 103 and General Bills List No. 103 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out

on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 102, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Hopkins moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$30,090.60
Ford Electric Company, Inc.	13,769.66
Mechanical Piping, Inc.	40,916.86

set out on Construction Account Bills List No. 2, be approved. The motion was seconded by Mr. Shonk. Motion carried.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein reported on the progress of the building which is nearly twenty-five percent completed and stated, (relying on a conversation with Mr. Evan Harris), that the project should be finished by July 1, 1966. Mr. Lovenstein also read from a newspaper article that appeared in the Sunday Gazette-Mail for January 9, 1966, which stated that the Appalachian Regional Commission had approved a grant of $249,460.00 to the Kanawha County Public Library. Following discussion, it was agreed unanimously that letters of thanks and appreciation be sent to Governor Smith, Senator Randolph, Senator Byrd, Congressman Slack and Mr. Crabtree.

NEW BUSINESS

ALA Midwinter Meeting. Mr. Shonk moved, Mrs. Anderson seconded, that the Library Board approve the payment of the expenses of the Director incurred in attending the American Library Association Midwinter Meeting in Chicago, Illinois, January 23-29, 1966, not to exceed $200.00.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

Upon motion duly made, seconded and carried, it was ordered that the meeting be recessed until 4:00 p.m. Friday, January 14, 1966, at the Library.

L. K. Levenstein
Acting Chairman

Nicholas Kinnick
Secretary

C O P Y

January 17, 1966

The Honorable Hulett C. Smith
Governor of West Virginia
Charleston, West Virginia

Dear Governor Smith:

I am writing to thank you for your invaluable assistance in connection with the grant of $249,460.00 recently made by the Appalachian Regional Commission to the Kanawha County Public Library.

Your support and the effective work of your staff, Mr. Peyton, Dr. Slavin, Mr. Crabtree and Mr. Spencer, will make it possible for us to complete the remodelling of the Old Post Office and Federal Building in Charleston.

Your genuine devotion to books, reading and libraries will long be remembered and appreciated by the people of Kanawha County.

Sincerely yours,

/s/ John V. Ray

Chairman of the Board
of Directors

JVR:bs

C O P Y

January 17, 1966

The Honorable John M. Slack, Jr.
Member of Congress
1024 Longworth Office Building
Washington, D. C.

Dear Congressman Slack:

Every member of the Board of Directors of Kanawha County Public Library and its staff joins me in extending thanks and appreciation to you for the many things you have done and the great amount of time you have spent in making certain that our Appalachian Regional Commission application was successfully concluded. The sum of $249,460.00, recently granted, makes it possible for the library to continue its program to assure the best in facilities and library materials for the thousands of Kanawha County citizens who visit and use the library.

Sincerely yours,

/s/ John V. Ray

Chairman of the Board
of Directors

JVR:bs

C O P Y

January 17, 1966

Mr. Paul L. Crabtree
Special Assistant to the Governor
State Capitol
Charleston, West Virginia

Dear Mr. Crabtree:

Please accept the collective thanks of the Board of Directors of the Kanawha County Public Library, its staff and patrons, Director and Chairman, for your work in support of our recently approved Appalachian Regional Commission grant.

We acknowledge with appreciation your helpful counsel, kind assistance and genuine interest of our successful application.

We would have had to sacrifice important parts of the building project had we not obtained the grant of $249,460.00. Now, thankfully, we will be able to have and enjoy our library essentially as the architect has planned it.

Sincerely yours,

/s/ John V. Ray

Chairman of the Board
of Directors

JVR:bs

C O P Y

January 17, 1966

The Honorable Robert C. Byrd
United States Senator from West Virginia
Senate Office Building
Washington, D. C.

Dear Senator Byrd:

Your most welcome telegram arrived moments before an important meeting of the Library Board of Directors. All of us appreciate far more than we are able to express your strong support and generous help in obtaining the grant of $249,460.00 by the Appalachian Regional Commission.

You have done a great service, not only for the Kanawha County Public Library, but for the people of Kanawha County.

Sincerely yours,

/s/ John V. Ray

Chairman of the Board
of Directors

JVR:bs

C O P Y

January 17, 1966

The Honorable Jennings Randolph
United States Senator from West Virginia
Senate Office Building
Washington, D. C.

Dear Senator Randolph:

I am writing to thank you and to extend the grateful appreciation of the Board of Directors and staff of Kanawha County Public Library, and of the community which it serves, for your support of our application under the Appalachian Regional Development Act, recently and successfully concluded by an Appalachian Regional Commission grant of $249,460.00.

Sacrificing essential features in the modification of the Old Post Office and Federal Building in Charleston will not be necessary now, and we realize that through your help, we will have a fine building, remodelled as originally planned.

Sincerely yours,

/s/ John V. Ray

Chairman of the Board
of Directors

JVR:bs

Minutes Of An Adjourned Meeting Of The

Board Of Directors

Held On

January 14, 1966

An adjourned meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, January 14, 1966, at 4:00 p.m. in the Director's Office of the Library.

The following members were present:

Mr. Ray
Mr. Chilton
Mr. Frink
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Stone

and the following members were absent:

Mrs. Anderson
Mrs. Brown
Mr. Hanson
Dr. Harper
Mr. Kleeman
Mr. Maurice
Dr. Riggleman
Mr. Shonk
Mr. Snyder
Mr. Thomas
Mr. Williamson

The President called the meeting to order and served as Chairman and the Director served as Secretary of the meeting.

The Secretary reported that a quorum was present and the Chairman announced that the meeting was ready to transact business.

The Chairman reported that the Landscaping, Fountain and Sculpture Committee, at a meeting held earlier in the afternoon, had approved a model of a sculptured fountain made by Robert M. Cronbach,

a sculptor of Westbury, New York, and had employed him to execute the full size fountain in bronze.

Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That the employment of Robert M. Cronbach, of Westbury, New York, to execute a sculptured fountain in bronze, for a fee of $10,000.00, be ratified, approved and confirmed; and
>
> RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized to sign in its behalf a contract for the said sculpture in form which is in his opinion proper and suitable.

The motion was seconded by Mr. Hopkins, and after discussion, a vote was taken and the motion carried unanimously.

The Chairman submitted a telegram dated January 14, 1966, which he had just received from The Honorable Robert C. Byrd, U. S. Senator from West Virginia, reading as follows:

> "Am pleased to advise of Appalachian Regional Commission approval today of $249,460 federal grant for Kanawha County Public Library. Final approval and implementation by Secretary of Commerce anticipated."

On motion duly made, seconded and carried the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 8, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Dr. Harper
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the January 11, 1966, meeting were approved.

Correspondence. The Secretary reported that letters of appreciation were sent to Governor Smith, Senator Byrd, Senator Randolph, Congressman Slack and Mr. Crabtree for their support and assistance in connection with the application of Kanawha County Public Library for a grant under the Appalachian Regional Commission Development Act. On motion regularly made, seconded and carried, it was ordered that the letters, and the acknowledgments thereof, be filed with the minutes of this meeting.

The Secretary read a letter signed by Mr. Thomas W. Harvey, Director, Office of Appalachian Assistance, Office of the Assistant Secretary of Commerce, informing Kanawha County Public Library of the approval of the allocation of $249,460 to the Library Services

Branch, U. S. Office of Education, Department of Health, Education and Welfare, under Section 214 of the Appalachian Regional Development Act of 1965.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. There were questions and comments on such topics as: reaction by the community (unanimously favorable) on the sculptured fountain; on-the-job training program in cooperation with the West Virginia Division of Vocational Rehabilitation; snow removal and parking situation at the Capitol Street site; and the $1,000.00 grant of Library Services Act funds for the St. Albans Branch Library. Afterwards, the Director's report was accepted and ordered filed.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on February 7, 1966. Mr. Lovenstein, chairman of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1966/1967. Following an explanation of the document and discussion, it was moved by Mr. Frink and duly seconded, that the budget for 1966/1967 be adopted as submitted. Following discussion, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1966, which has been approved and adopted by the

Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1966, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of

Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1966, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary

to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Approval of Bills. The Director submitted Book Bills List No. 104 and General Bills List No. 104 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 103 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Lovenstein moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$43,869.60
Ford Electric Company, Inc.	6,486.22
Mechanical Piping, Inc.	53,167.34

set out on Construction Account Bills List No. 3, be approved. The motion was seconded by Mr. Frink, and, upon a vote being taken, was carried.

UNFINISHED BUSINESS

Capitol Street Building. Mr. Lovenstein presented the building committee's Capitol Street Building progress report. He exhibited a detailed drawing, recently received, showing the pool and terrace. There was discussion afterwards.

Cronbach's Agreement. The Chairman reported that an agreement had been signed on behalf of Kanawha County Public Library on January 28, 1966, which authorizes Mr. Robert M. Cronbach to execute a sculptured fountain in bronze. The agreement was exhibited and viewed by the members present. Following discussion, upon motion duly made by Dr. Harper, seconded by Mr. Lovenstein, it was unanimously

> RESOLVED, That the action of the President in signing on behalf of the Kanawha County Public Library the agreement with Robert M. Cronbach, dated January 28, 1966, for a sculptured fountain and other services, be and is hereby ratified, approved and confirmed.

NEW BUSINESS

Change Order #2. The Director submitted Change Order #2. Mr. Lovenstein reported that the work covered labor, material, equipment, supervision, insurance and taxes, for the installation of roof drains over the drive-up window and installation of a canopy for the bookmobile shelter by Mechanical Piping, Inc., for $382.00. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Frink, that the change order be approved. Motion carried.

Position Vacancy. The Director presented the credentials of Miss Judith DeBoard for the position of Catalog Librarian. He reported on her educational background, experience and personal qualifications. The Director recommended that she be appointed.

It was moved by Mr. Lovenstein, seconded by Mr. Frink and unanimously

> RESOLVED, That Miss Judith DeBoard be appointed Catalog Librarian effective February 14, 1966, at an annual salary of $5,100.00.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.

President

Secretary

BUDGET 1966/1967
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES

Salaries

Professional	$ 99,671
Non-Professional	96,753
Substitutes	4,325
	$200,749

Books

Books	$ 64,125
Binding	6,250
Periodicals	4,075
	$ 74,450

Other Expenses

Salaries - Building	$ 17,768
Repairs and Maintenance	500
Utilities	15,105
Service Contracts	1,062
Building Supplies	1,400
Office and Library Supplies	9,200
Insurance	1,733
Vehicles - Repairs and Expense	2,900
Furniture and Equipment	971
Travel	1,075
Printing	800
Memberships	175
Social Security	8,365
Workmen's Compensation	300
Miscellaneous	1,460
Moving Costs and Related Expenses	15,000
	$ 77,814

TOTAL OPERATING EXPENSES $353,013

Receipts		
Board of Education	$152,644	
County Court	152,644	
City of Charleston	66,725	
St. Albans	10,000	
Miscellaneous	12,000	
Total	$394,013	
Transfer to Capital Improvements	41,000	
Total for Operations		$353,013

CAPITAL IMPROVEMENTS - BUILDING FUND

Building Project	$1,489,647.00
Project Funding Sources	
Local Assets	$1,053,137.00
Library Services and Construction Act	187,050.00
Appalachian Regional Commission	249,460.00
	$1,489,647.00

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1966/1967

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$950.00	$11,400
Chief Children's Librarian	Wilma Brown	613.41	7,361
Chief Catalog Librarian	Alice Gygax	600.50	7,206
Chief Circulation Librarian	Ruth Figgatt	613.41	7,361
Chief Reference Librarian	Frances Gerard	561.91	6,743
Chief Extension Librarian	Frances Swope	639.16	7,670
Circulation Librarian	Frances Dillinger	510.41	6,125
Circulation Librarian	Eleanor Keenan	471.75	5,661
Circulation Librarian	Nancy Orton	459.00	5,508
Reference Librarian	June Martin	471.75	5,661
Extension Librarian	Evelyn Coskey	459.00	5,508
Extension Librarian	Helen Miller	510.41	6,125
Branch Librarian	Clara Hampton	536.16	6,434
Preparation Librarian	Robert Simmons	450.00	5,400
Catalog Librarian	To be appointed	459.00	5,508
			$99,671

Non-Professional Staff

Director's Secretary	Lorena Ammar	$440.00	$ 5,280
Special Clerk, Catalog	Mae Thomas	324.58	3,895
Special Clerk, Branch	Henrietta Kidd	293.66	3,524
Special Clerk, Branch	Martha Moran	286.00	3,432
Senior Clerk, Office	Barbara Steele	298.83	3,586
Junior Clerk, Office	Joyce Young	222.50	2,670
Senior Clerk, Extension	Laverta Spurlock	306.58	3,679
Junior Clerk, Extension	Dorothy Hiner	236.50	2,838

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Franca Martin	$259.66	$ 3,116
Junior Clerk, Extension	Janet McCune	222.50	2,670
Junior Clerk, Extension	Sandra Pauley	222.50	2,670
Junior Clerk, Catalog	Barbara Baldy	244.25	2,931
Junior Clerk, Catalog	Veda Lewis	222.50	2,670
Junior Clerk, Catalog	Brenda Lunsford	222.50	2,670
Junior Clerk, Catalog	Patricia Neil	244.25	2,931
Junior Clerk, Catalog	Lucy Jane White	222.50	2,670
Junior Clerk, Circulation	Iris Chapman	236.50	2,838
Junior Clerk, Circulation	Nancy Hardman	228.75	2,745
Junior Clerk, Circulation	Cortez Johnson	236.50	2,838
Junior Clerk, Circulation	Lynn Williams	228.75	2,745
Junior Clerk, Circulation	To be appointed	207.50	2,490
Junior Clerk, Circulation	To be appointed	207.50	2,490
Junior Clerk, Boys and Girls	Dianne Allison	228.75	2,745
Junior Clerk, Boys and Girls	Betty Jane Harper	230.00	2,760
Junior Clerk, Boys and Girls	Sarah Jane Miller	228.75	2,745
Bookmobile Driver	Floyd Bowen	379.08	4,549
Messenger			1,080
Pages - 145 hrs. per week x 52 @ $1.00			7,540
Pages - 180 hrs. per week x 52 @ 85¢			7,956
			$96,753

Substitutes

1 librarian equivalent to 4 months (circ.)	$ 1,700
1 librarian equivalent to 5 months (ref.)	2,075
1 truck driver for deposit collections	300
1 substitute bookmobile driver	250
	$ 4,325

Books

Books		
Boys and Girls	$10,500	
Circulation	21,100	
Extension	19,800	
Reference	8,000	
St. Albans	2,900	
		$62,300
Phonograph Records	$ 1,700	
Binding	6,250	
Periodicals	4,075	
Postage	125	
		12,150
		$74,450

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James Thomas	$404.83	$ 4,858
Janitor	Herbert Hundley	215.00	2,580
Janitor	Fred Skiles	313.75	3,765
Janitor (Part-time to Full-time)	Moses Adams	260.00	3,120
Elevator Attendants - 2 (Part-time)	To be appointed		1,945
Janitor, Branch	Harold Means	125.00	1,500
			$17,768

Repairs and Maintenance

General Repairs	$500

Utilities

Electricity	$ 9,250
Gas	2,313
Telephone	2,640
Sewerage	395
Water	495
Sanitation	12
	$15,105

Service Contracts

Office machines	$ 700
General Window Cleaning	312
Property Protection Company - recharging of fire extinguishers	25
Orkin Exterminating Company	25
	$1,062

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	900
	$1,400

Office and Library Supplies

Office Supplies	
Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$2,300
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	3,900
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	500
Postage	
Postal cards, stamped envelopes and stamps	2,500
	$9,200

Insurance

Furniture and Equipment	$ 100
Buildings	628
Exhibition	50
Public Liability	325
Vehicular	
Bookmobile	416
Truck	180
Plate Glass	34
	$1,733

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,300
Washing bookmobile and truck	100
Bookmobile and truck - maintenance and repair	1,500
	$2,900

Furniture and Equipment

3 Typewriters	$660
12 Fire Extinguishers	311
	$971

Travel

Director and four staff members to attend West Virginia Library Association Fall Meeting	$ 175
Director to attend American Library Association Midwinter Meeting	200
Director and two staff members to attend American Library Association annual Summer Meeting	700
	$1,075

Printing

Annual reports - 1,000	$100
Bookmobile - Fall/Winter schedules	200
Bookmobile - Summer schedules	200
Publications - booklists, bookmarks, posters and informational literature	300
	$800

Memberships

American Library Association	$170
West Virginia Library Association	5
	$175

Social Security

Contribution on earnings up to $6,600	$8,365

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile drivers) at 10¢ per $100	$195
Amount based on Class K-4 employees (building staff) at 35¢ per $100	62
Amount based on Class G-11 employees (bookmobile drivers) at 70¢ per $100	43
	$300

Miscellaneous

Ads in library publications	$ 25
Legal advertising	230
Audit	630
Refunds on lost books - paid	235
Refunds on deposits	15
Petty Cash Disbursements	325
	$1,460

Moving Costs and Related Expenses

Moving expenses to Capitol Street site and related expenses	$15,000

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 8, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 8, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the February 8, 1966, meeting were approved.

Public Works Acceleration Act. The Secretary read a letter from Thomas W. Harvey, Administrator of the Economic Development Administration, U. S. Department of Commerce, informing Kanawha County Public Library that its application filed under the Public Works Acceleration Act does not meet the requirements for assistance under the Public Works and Economic Development Act of 1965. The letter was ordered to be filed with the minutes of this meeting.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. There was discussion concerning the cooperative effort among certain libraries within West Virginia. Afterwards, the Director's report was accepted and ordered filed.

Reports of Committees.

Building Committee. Mr. Lovenstein presented a floor-by-floor report on the construction progress being made by the contractors. Following discussion, it was announced that Mr. Duncan, architect, was planning a visit to Charleston and the job site and it was decided that members of the Library Board should be invited to take a look at the building on Tuesday, March 15, 1966, at 11:30 a.m.

Approval of Bills. The Director submitted Book Bills List No. 105 and General Bills List No. 105 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Shonk, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 104 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Shonk, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Lovenstein moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$38,684.70
Ford Electric Company, Inc.	5,363.62
Mechanical Piping, Inc.	29,132.64

set out on Construction Account Bills List No. 4, be approved. The motion was seconded by Mr. Shonk, and, upon a vote being taken, was carried.

NEW BUSINESS

Community Council of Kanawha Valley, Inc. It was moved by Mr. Lovenstein and seconded by Mr. Stone that Mrs. Anderson and the Director be named as the Library's delegates to the Community Council of Kanawha Valley, Inc. for 1966. The motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.

John W. Ray
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 12, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 12, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein

The President presided. The Secretary reported that a quorum was present. The minutes of the March 8, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. There was discussion concerning libraries of South Charleston, Dunbar, Nitro and the Branch in St. Albans; circulation of library materials and bookmobile stops. Afterwards, the Director's report was accepted and ordered filed.

Reports of Committees.

Building Committee. Mr. Lovenstein reported on the construction progress being made at the Capitol Street building project. Reference was also made to the condition of the roof, gutters and downspouts. It was suggested that the Director secure complete information regarding the condition of the roof, gutters and downspouts from Mr. Haviland, A.I.A., Mr. Bailey's Charleston representative, in order that

it may be discussed with Mr. Duncan when he returns for a working visit. Considerable discussion followed.

Approval of Bills. The Director submitted Book Bills List No. 106 and General Bills List No. 106 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Jacobson, seconded by Mr. Hopkins, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 105 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Jacobson, seconded by Mr. Hopkins, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Jacobson moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$ 67,961.70
Ford Electric Company, Inc.	6,635.47
Mechanical Piping, Inc.	31,471.00
	$106,068.17

set out on Construction Account Bills List No. 5 be approved. The motion was seconded by Mr. Hopkins, and, upon a vote being taken, was carried.

NEW BUSINESS

Library Board Membership. It was moved by Mr. Jacobson, seconded by Mr. Lovenstein, that the following be nominated to be members of the

Board of Directors of Kanawha County Public Library, to-wit: (i) Mrs. Wilson Anderson, for a term of six (6) years beginning July 1, 1966, (ii) Mr. W. E. Chilton, III, for a term of six (6) years beginning July 1, 1966, and (iii) Mr. John D. Maurice, for a term of six (6) years beginning July 1, 1966. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Use of Library Building and Grounds. The Director reported that a local political headquarter's office recently requested permission to use the Lee Street Building stairs for a political rally. After discussion, on motion duly made, seconded and carried, the following resolution was adopted:

WHEREAS, The Kanawha County Public Library is involved contractually to receive Federal funds under the Library Services and Construction Act and the Appalachian Regional Development Act; and,

WHEREAS, To allow the use of its premises for political purposes, rallies, et cetera may jeopardize the Library's position in present and future Federal assistance programs; and,

WHEREAS, The contemplated activity is scheduled during the hours when the Kanawha County Public Library is open for service and when such activity would interfere with the operation of the Library;

THEREFORE, BE IT RESOLVED, That the said request and any future request for the use of the Library's building and/or its premises by a political organization, association or group be denied; and,

RESOLVED, FURTHER, That the Director be and he is hereby authorized and directed to enforce said decision.

Change Order #M-2. The Director submitted Change Order #M-2. Mr. Lovenstein reported that the work covered labor, material, equipment, supervision, insurance and taxes for the following:

Change type of heating units	$1,059.00
Roof drains at Control Room #2	455.00
Roof drains over Bookmobile shelter	382.00
Total addition	$1,896.00

Mr. Lovenstein added that Change Order #2 which was passed at the Board of Director's meeting held on February 8, 1966, now becomes a part of this change order. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Jacobson, that the change order be approved. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John V. Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 10, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 10, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Dr. Harper
Mr. Lovenstein
Mr. Snyder

The President presided. The Secretary reported that a quorum was present. The minutes of the April 12, 1966, meeting were approved.

Election of Directors. The Director reported that a letter dated May 6, 1966, signed by Walter F. Snyder, Superintendent of Schools, had been received which stated that the Kanawha County Board of Education unanimously approved the appointment of Mrs. Wilson Anderson, Mr. W. E. Chilton, III, and Mr. John Maurice for six-year terms beginning July 1, 1966.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Following a discussion of the window type air conditioners in the present building and their disposition, the Director's report was accepted and ordered filed.

Reports of Committees.

Building Committee. Mr. Lovenstein presented a progress report on the Capitol Street building project. Following discussion of

various phases of construction, Mr. Lovenstein reported that Mr. Duncan, architect, would be in Charleston on May 10-12, 1966, for a working visit.

Approval of Bills. The Director submitted Book Bills List No. 107 and General Bills List No. 107 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Dr. Harper, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 106 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Dr. Harper, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Snyder moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$ 49,209.30
Ford Electric Company, Inc.	30,369.71
Mechanical Piping, Inc.	20,656.33
	$100,235.34

set out on Construction Account Bills List No. 6 be approved. The motion was seconded by Dr. Harper, and, upon a vote being taken, was carried.

NEW BUSINESS

Change Orders. Mr. Lovenstein presented the following Change Orders:

#A-1 - E. L. Harris and Son, Inc.	$69,233.20
#E-1 - Ford Electric Company, Inc.	6,496.29
#M-3 - Mechanical Piping, Inc.	4,804.00
Total	$80,533.49

Following an explanation of each and discussion, it was moved by Mr. Lovenstein, seconded by Mr. Snyder, that approval be granted subject to certain adjustments in the Ford Electric Company Change Order #E-1 and that the building committee chairman be authorized to sign this and E. L. Harris and Son, Inc., Change Order #A-1 and Mechanical Piping Change Order #M-3. Motion carried.

Purchase Agreement - Third Payment. The Director reported that a third payment $41,802.26, ($18,118.26 of interest and $23,684.00 of principal) will be due and payable on June 1, 1966, to General Services Administration Region III. Following discussion, it was moved by Mr. Snyder, seconded by Mr. Lovenstein that the said payment be made at the due date. Motion carried.

Gift - Lions Club of Charleston. Mr. Lovenstein reported that the Lions Club of Charleston has agreed to make a gift of Two Thousand Two Hundred Fifty Dollars ($2,250.00) to be used for the purchase of certain pieces of furniture located in the Children's Department of the new building. After discussion, the Director was asked to send an expression of thanks and appreciation for the generous and welcomed gift.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John L. Ray
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 14, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 14, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Stone

In the absence of the President, Mr. Lovenstein presided. Miss Ammar acted as Secretary, in the absence of the Director, and reported that a quorum was present. The minutes of the May 10, 1966, meeting were approved.

Director's Monthly Report. The Acting Secretary read the Director's report on the activities of the Library for the month of May. Following a discussion, the Director's report was accepted and ordered filed.

Reports of Committees.

Building Committee. Mr. Lovenstein presented a progress report on the Capitol Street building project. He also stated that an advertisement would appear in the Charleston Daily Mail and Charleston Gazette on June 17, 1966, regarding bids for furniture. There was discussion regarding furniture specifications and the time element on the arrival of the furniture.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 108 and General Bills List No. 108 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Snyder, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 107 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Snyder, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Snyder moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$72,751.50
Ford Electric Company, Inc.	2,172.60
Mechanical Piping, Inc.	12,008.76
	$86,932.86

set out on Construction Account Bills List No. 7 be approved. The motion was seconded by Dr. Harper, and, upon a vote being taken, was carried.

NEW BUSINESS

Nominating Committee - Election of Officers. It was moved, seconded and carried that the following be appointed a committee to nominate officers for the coming year:

Mr. Lovenstein, Chairman
Mrs. Anderson
Mr. Shonk

American Library Association's Annual Conference. The Acting Secretary stated that the Conference this year would be held in New York, New York, from July 10-16, 1966. Upon motion duly made by Mr. Snyder and seconded by Dr. Harper, it was unanimously

RESOLVED, That the expenses for the Director and an allowance of $150.00 each for two staff members be paid for attendance at the American Library Association's Annual Conference, July 10-16, 1966.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

L. K. Lovenstein
Acting Chairman

Lorena Ammar
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 8, 1966

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 8, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Mr. Jacobson
Mr. Lovenstein
Dr. Riggleman
Mr. Snyder
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the June 14, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. There was discussion concerning the decrease in circulation of children's books from the Boys and Girls Department, increased circulation at the libraries in St. Albans, South Charleston, Dunbar and Nitro, and the loss of professionally trained librarians from the staff. Afterwards, the Director's report was accepted and ordered filed.

Director's Annual Report. The report was postponed until a later date. It was agreed that the report be submitted to the Book Committee, and, upon approval by it, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Reports of Committees.

Building Committee. Mr. Lovenstein reported on the progress being made at the Capitol Street building project. References were made to: granite walls and steps, water and drainage lines to and from the fountain pool, paving, window installations, parking area, plastering, painting, elevator problems and service, and ventilating units and drapes. Mr. Lovenstein announced the dates of Mr. Duncan's forthcoming working visit and the scheduling of a building inspection to be made with members of the committee, architect, contractors, engineer and Director present.

Approval of Bills. The Director submitted Book Bills List No. 109 and General Bills List No. 109, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Thomas, seconded by Mr. Snyder, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 108 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Thomas, seconded by Mr. Snyder, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Thomas moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$ 74,897.10
Ford Electric Company, Inc.	4,039.41
Mechanical Piping, Inc.	21,783.40
	$100,719.91

set out on Construction Account Bills List No. 8 be approved. The motion was seconded by Mr. Snyder, and, upon a vote being taken, was carried.

NEW BUSINESS

Furniture and Equipment. Mr. Lovenstein reported that bids on furniture and equipment had been received and opened on June 30, 1966, from ten bidders. The building committee met with the President to consider each and every proposal. The following recommendations are made:

That Combined Bid I, identified in the specifications as Groups A, B, C, D and consisting of Library Tables, Library Chairs, Technical Library Equipment and Wood Shelving be awarded to Business Systems and Equipment Company, Inc., of Charleston, West Virginia, at a lump sum of	$36,390.64
That Combined Bid II, identified in the specifications as Group E and consisting of Steel Shelving be awarded to Estey Corporation, Silver Spring, Maryland, at a lump sum of	28,818.00
That Combined Bid III, identified in the specifications as Group F and consisting of Office Equipment and Lounge Furniture, etc., be awarded to The S. Spencer Moore Company of Charleston, West Virginia, at a lump sum of	29,996.35
	$95,204.99

After considerable discussion, it was moved by Mr. Jacobson, seconded by Mr. Frink, that we accept the offers of Business Systems and Equipment Company, Inc., Estey Corporation and The S. Spencer Moore Company and that the President be authorized to sign the appropriate documents. Motion carried.

Change Order. Mr. Lovenstein presented the following Change Order:

#A-2 - E. L. Harris and Son, Inc. $12,210.40

Following an explanation, it was moved by Mr. Jacobson, seconded by Mr. Snyder that the Director be authorized to sign E. L. Harris and Son, Inc., Change Order #A-2. Motion carried.

Fire Protection Service. Mr. Lovenstein explained the necessity and importance of the Fire Protection Service and the advantage to safety and lower insurance rates. It was moved by Mr. Snyder, seconded by Mr. Frink that the Director be authorized to sign the agreement between Kanawha County Public Library and West Virginia Water Company.

Election of Officers. The Secretary read the report of the Nominating Committee, which is as follows:

TO: Members of the Board of Directors
Kanawha County Public Library

Your committee on the nominations of officers for the Library is pleased to submit the following report:

We wish to give recognition to Mr. John V. Ray for his long years of service to this Library. This service started as a member of the Board in 1929, and as president of the Board since 1936. During his thirty years as President of the Board, he has been largely responsible for its continued growth, and is to be rewarded by continuing him in office as we look forward to the dedication of the new Library Building on Capitol Street. We, the committee, propose the following officers for 1966-67:

President:	John V. Ray
1st Vice President:	L. K. Lovenstein
2nd Vice President:	A. Guy Stone
Secretary:	Nicholas Winowich

Respectfully submitted,

Mrs. Wilson Anderson
Donald Shonk
L. K. Lovenstein

The Chairman stated that he appreciated the kind words, but that he wanted it understood that he would not consider being retained in office another year to be a reward, as he has repeatedly urged at annual meetings that he be replaced.

An election was held as provided in the Bylaws, the following were elected for a term of one year ending June 30, 1967, and until their successors are duly elected:

President	- John V. Ray
1st Vice President	- L. K. Lovenstein
2nd Vice President	- A. Guy Stone
Secretary/Treasurer	- Nicholas Winowich

St. Albans Town Fair Proceeds. Mr. Frink reported that the annual St. Albans Town Fair would be observed the week of July 25 with proceeds to go to the St. Albans Branch.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John V. Ray
President

Nicholas Winowich
Secretary

ANNUAL REPORT

1965/1966

KANAWHA COUNTY PUBLIC LIBRARY
CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
William J. Frink
O. M. Harper
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
Leonard Riggleman
Donald C. Shonk
Walter F. Snyder
A. Guy Stone
L. Newton Thomas
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Judith DeBoard
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
June Martin
Helen Miller
Nancy Orton
Robert F. Simmons
Frances A. Swope

Non-Professional

Dianne Allison
Lorena Ammar
Barbara Baldy
Floyd Bowen
Iris Chapman
Nancy Hardman
Betty Jane Harper
Dorothy Hiner
Cortez Johnson
Henrietta Kidd
Franca Martin
Janet McCune
Sarah Jane Miller
Martha Moran
Sandra Pauley
Jacqueline Smith
Laverta Spurlock
Barbara Steele
Mae Thomas
Lucy Jane White
Patricia Whitlock
Anita Lynn Williams
Joyce Young

Building Staff

Herbert Hundley, Building Superintendent

Bernard Ellis
Fred Skiles

28 Additional Part-Time Staff Members

ANNUAL REPORT 1965/1966

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1965, to June 30, 1966, is herewith submitted:

Book shelf space on the main floor continued to be something of a problem. In order to accomodate acquisitions and to allow for some growth and expansion, it became necessary to shift certain bound periodicals from critical areas and to relocate them in areas referred to by some members of the staff as the "low-rent districts." We simply moved books from one floor to another without affecting the quality of service to be rendered. Almost all of the work was done by Neighborhood Youth Corps personnel under the supervision of our Circulation Department Librarians. The Neighborhood Youth Corps program is made up of high school boys and girls who come from low-income families where the annual earning was less than $3,000.00. The student workers performed exceptionally well.

The Library has installed a coin-operated photo copying machine manufactured by the Vico-Matic Company. The equipment makes full-size reproductions of photographic quality. It copies text, pictures, drawings and sketches of either single sheets or book pages. The company literature emphasizes ease of operation. The equipment was installed in a convenient area located just inside the entrance to the Reference Department whose members exercise reasonable care in its supervision and interest in its operation.

This institution, together with the libraries of West Virginia

University, West Virginia State College, West Virginia Tech and Union Carbide were responsible for the development of a bibliography which listed scientific and technical periodicals and journals available in the Kanawha Valley. The project was made possible with the receipt of a grant from the National Science Foundation. The cooperative effort resulted in immeasurable use and benefit to patrons of the participating institutions.

A distinguished panel of community citizens ably assisted a special committee of the Library Board in its consideration of and recommendation for a sculpture to be installed in the fountain located in the plaza area. The Board of Directors voted unanimously in January, 1966, to accept a ruggedly handsome sculptured fountain which Mr. Robert Cronbach, the sculptor, said, "attempts to combine a consciousness of mountains and rocks."

BOYS AND GIRLS DEPARTMENT

The Library sponsored Summer Vacation Reading Club was concluded on August 31 when certificates of merit were prepared for presentation to 409 boys and girls who came from 71 schools. Each elementary school student was required to read a minimum of 15 books over a period of three months. The largest delegation of readers, although there was never an emphasis of competition between children or schools, came from Shoals Elementary School with 83 participants.

The Library's Sunday afternoon radio program for children over station WTIP at one o'clock has been an exciting experience for many of the persons involved. Traditionally, children are invited to discuss

briefly and oftentimes without the assurances of script, a book recently read and enjoyed. The program moves along with few hesitancies and only occasional and minor problems as the children react to questions raised by Wilma Brown. The program is taped on a Saturday for the sake of the convenience of the participants, and is broadcast the following day. There have been no serious "bu-buus." Mispronounciations and incorrect, but infrequent, use of the verb form are tolerated because of the spontaneity factor and the recognition that such expressions are the language of the child. I hasten to add that when "professional" performances are required, perhaps alterations or new standards can then be adopted.

The department sponsors, throughout the year, many delightful and meaningful programs and exhibitions that seem to bring pleasure to children, parents, visitors and staff. One of the best took place in October, 1965, during the promotion of Children's Book Week. The theme was "Sing Out With Books." Miss Brown had arranged for puppet dramatizations of several favorite folk songs and she persuaded three lovely and talented sisters, the daughters of Mr. and Mrs. T. P. Peyton, to sing, play and lead the other children and many adults in folk songs following the puppet shows.

BUILDING AND GROUNDS

The Library participated in a service program designed and offered by the West Virginia Division of Vocational Rehabilitation for the purpose of giving "on the job training" to persons seeking vocational rehabilitation. Custodial training and supervision were administered by the Library's building superintendent.

In view of the anticipated move into new quarters, custodial energies and talents together with administrative costs were reserved for the essentials. Our people did what they could with what they had and when this wasn't enough - like someone else - the custodians tried harder. I hasten to add there was never any sacrifice of safety, management and good housekeeping.

CATALOG DEPARTMENT

A total of 18,810 books were processed and added to the collection which numbers 256,372 volumes as of June 30, 1966.

EXTENSION DEPARTMENT

There were 28,709 books selected, processed and delivered by the Extension Department to 64 elementary schools in Kanawha County. A total of 13,849 boys and girls in 448 classrooms had access to deposit collections (books on loan for a semester) during the 1965/1966 school year.

Mrs. Swope, Chief, Extension Department, was helpful in advising and assisting the Coal Branch Heights Committee of Action for Appalachian Youth-Community Development Inc. in their library development work. She and members of her staff were involved in library projects located in Olcott and Emmons.

Noble Order of Bookworm Reading Club awards were presented to 3,654 boys and girls.

REFERENCE DEPARTMENT

The one question asked most frequently by library patrons involved the Death of God Theology. Additional materials were purchased, processed and quickly made available to library users.

ST. ALBANS BRANCH

The staff, on numerous occasions, cited personal and professional satisfaction while extending a welcome to the many librarians and library board members who were excited about public library expansion in their own communities and interested in viewing an outstanding public library building. Several conferences were held, in addition to the usual tours of the building, to inform planning and administrative people on the directions and operations of a building project.

APPALACHIAN REGIONAL COMMISSION

An application for funds administered by the Appalachian Regional Commission, in support of the library's building project, was submitted. Senator Robert C. Byrd announced on January 14, 1966, "I am pleased to advise of Appalachian Regional Commission approval today of $249,460 federal grant for Kanawha County Public Library."

LIBRARY SERVICES AND CONSTRUCTION ACT - TITLE II

The West Virginia Library Commission approved the application submitted by Kanawha County Public Library for a grant of $187,050.00 under Title II of the Library Services and Construction Act.

Mr. J. Russell Bailey, Architect, A. I. A. of Orange, Virginia, secured the services of Mr. Charles Haviland, Architect, of Charleston,

West Virginia, who would represent him as the Charleston coordinator for the architect.

CONSTRUCTION

The inside demolition work, preceding the alterations and additions to be made to the former U. S. Post Office and Courthouse Building and required by the drawings and specifications, was begun in July, 1965.

Construction contracts, dated August 27, 1965, for labor and materials required for alterations and additions to the former U. S. Post Office and Courthouse were signed with E. L. Harris & Son, Inc., Mechanical Piping, Inc., and Ford Electric Company, Inc.

Proposals for purchase and installation of furniture and equipment were received from ten bidders and opened on June 30, 1966.

Mr. Malcolm G. Duncan, A. I. A., Project Architect, in a fiscal year progress report noted that renovation of the library building was nearly 75% completed as of June 30, 1966.

JOE LOEWENSTEIN MEMORIAL FOUNDATION

The Joe Loewenstein Memorial Foundation kindly and generously presented a gift in excess of $36,200.00.

Mr. Joe Loewenstein was a native of Charleston and Kanawha County. He was a kind and gentle man and an outstanding public spirited citzen who during his lifetime was held in the highest esteem throughout the Kanawha Valley and Southern West Virginia. Mr. Joe Loewenstein was a successful merchant and banker.

A plaque placed on the front terrace records and recognizes that the landscaping, fountain and sculpture was done and furnished in

memory of Mr. Joe Loewenstein.

The President expressed to the Joe Loewenstein Memorial Foundation and to Ruth Loewenstein Osterweis, Stanley Loewenstein and Norma Builtman, the children and widow, respectively, of Joe Loewenstein, the gratitude of Kanawha County Public Library, its directors, officers, staff and patrons for the generous gift.

CONFERENCES

The Director and several members of the staff attended the American Library Association Annual Conference in Detroit, Michigan. Such conferences are held in different parts of the country as a means of professional information and stimulation. They provided a mechanism for participating in library affairs, for improving methods of operation and for viewing and inspecting library materials, appliances and equipment.

The 1965 annual conference of the West Virginia Library Association was held at The Greenbrier Hotel in White Sulphur Springs on Thursday, Friday, and Saturday, November 4-6, 1965. Several members of the staff were involved with program planning and exhibits. Speakers included: Dr. Richard H. Slavin, Deputy Commissioner, West Virginia Department of Commerce; Dean James Kelly, Jr., Student Affairs, West Virginia State College; Dr. Robert Munn, Director, West Virginia University Library; Mr. Ralph Blasingame, Associate Professor, Rutgers University School of Library Science, and others.

GIFTS

The Library greatly appreciates the receipt of many gifts of books,

magazines, phonograph records, pictures, pamphlets, other library materials and equipment. Space does not permit publication of a complete list of donors. It acknowledges with pride the many kind and thoughtful friends - individuals and organizations - whose contributions have enriched this institution immeasurably.

STAFF

Miss Nancy Orton, graduate of the University of Texas School of Library Science, was appointed librarian assistant in the Circulation Department effective October 1, 1965.

Mr. Robert Dawkins, building and grounds department, an employee since March, 1958, resigned to accept a job with the True Temper Corporation.

Mr. Herbert Hundley was appointed to succeed Mr. Robert Dawkins.

Mr. James Thomas, building superintendent since July, 1963, resigned and accepted a job at FMC Ordnance. Mr. Herbert Hundley succeeded Mr. Thomas.

Miss Judith DeBoard, graduate of the University of Pittsburgh School of Library and Information Sciences, was appointed librarian assistant in the catalog department effective February 1, 1966. On June 2, 1966, she left to accept a similar position at Morris Harvey College.

LIBRARY BOARD

At the annual meeting held on July 16, 1965, Mr. John V. Ray was elected President, Mr. Arthur Hanson was elected Vice President and

Mr. Nicholas Winowich, the Director, was elected Secretary.

Mrs. Wilson Anderson and the Director were named as the Library's delegates to the Community Council of Kanawha Valley, Inc., for 1966.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1965 - June 30, 1966

Population served: 252,925

Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (44 winter scheduled stops)	1
(53 summer scheduled stops)	
Branch	1
Deposit Stations	
Schools	64
Collections delivered - 618 juvenile	
28 adult	
Fire Stations	
Collections delivered - 96 adult	
Other Agencies	
Collections delivered - 18 adult and juvenile	
Other School Stations	
(Books borrowed by teachers from Boys and Girls Department and Bookmobile - 15,586)	
Collections lent - 559	

BOOK CIRCULATION

CITY CIRCULATION

	1965/66	1964/65
Borrowed from Main Library		
Boys and Girls Department	291,871	343,823
Circulation Department	183,875	187,312
	475,746	531,135

COUNTY CIRCULATION

Borrowed from Extension Department		
Bookmobile	172,937	184,078
Deposit Collections	353,782	340,779
	526,719	524,857
Borrowed from St. Albans Branch		
Adult	37,918	35,781
Juvenile	81,227	80,460
	119,145	116,241
TOTAL CIRCULATION - Volumes	1,121,610	1,172,233

BOOK STOCK

	1965/66	1964/65
Number of volumes at the end of the year	256,372	249,178
Number of volumes added	18,810	19,374
Number of volumes withdrawn	11,616	8,376
Number of periodicals	452	431
Number of newspapers received	39	46

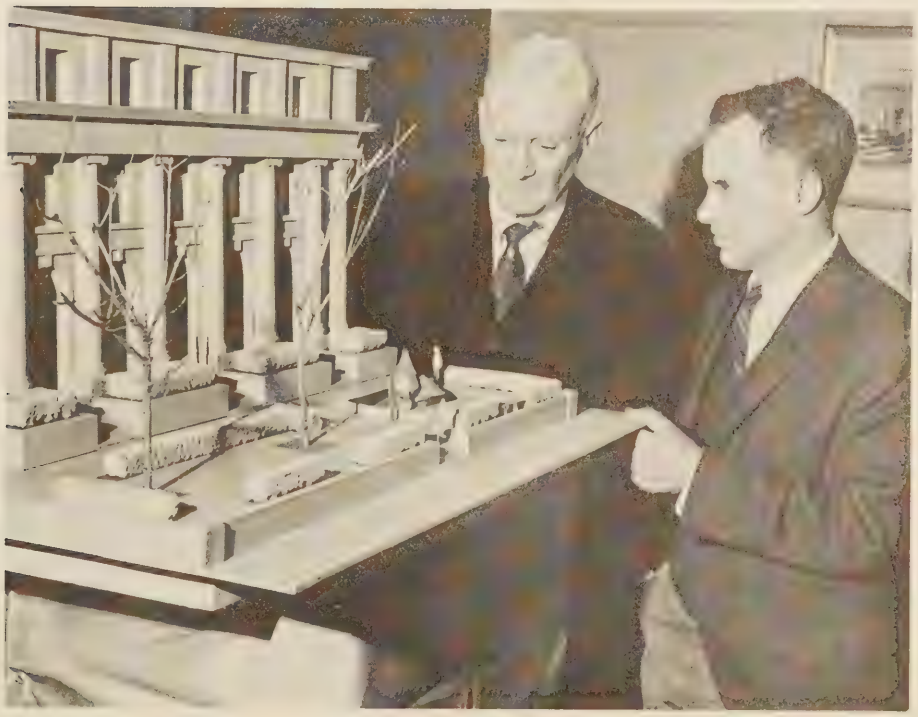
REGISTRATIONS

Total number of registered borrowers	52,677	52,384
Total number of registered borrowers during year	16,673	17,726
Children estimated to use deposit collections in addition to the above	13,849	13,982
Time required of staff: 40 hours a week		

AUDIO-VISUAL MATERIALS

Microfilm Reader	1
Record Player	2
Phonograph Record Albums	3,577 titles - 4,784 discs
Motion Picture Films	21
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	1,963
Phonograph Records Circulated	10,088

Mr. J. Russell Bailey, Architect, and Mr. Arthur Hanson, Vice President, Kanawha County Public Library Board of Directors, viewing preliminary drawings of the Capitol Street building project.

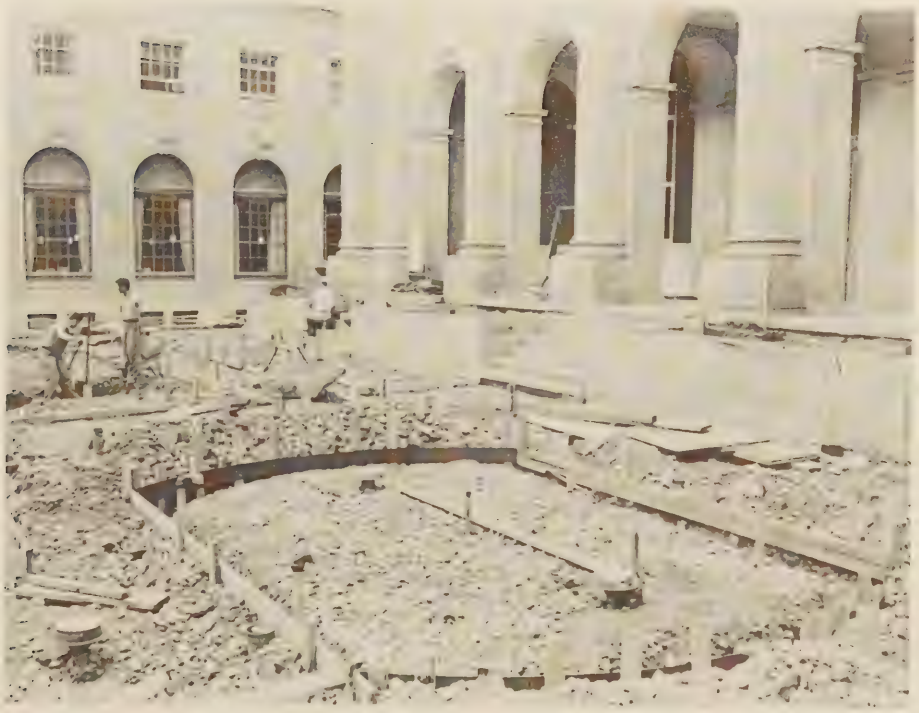


Mr. John V. Ray, President of Library Board, and Mr. Robert Cronbach, Sculptor, viewing model of Capitol Street Building.

Mr. John V. Ray, President of Library Board, Mr. John L. Sweeney, co-chairman of the Appalachian Regional Commission in Washington, Mr. Angus E. Peyton, State Commerce Department Commissioner, and Mr. Richard Slavin, Deputy Commissioner of State Department of Commerce, discussing building project.

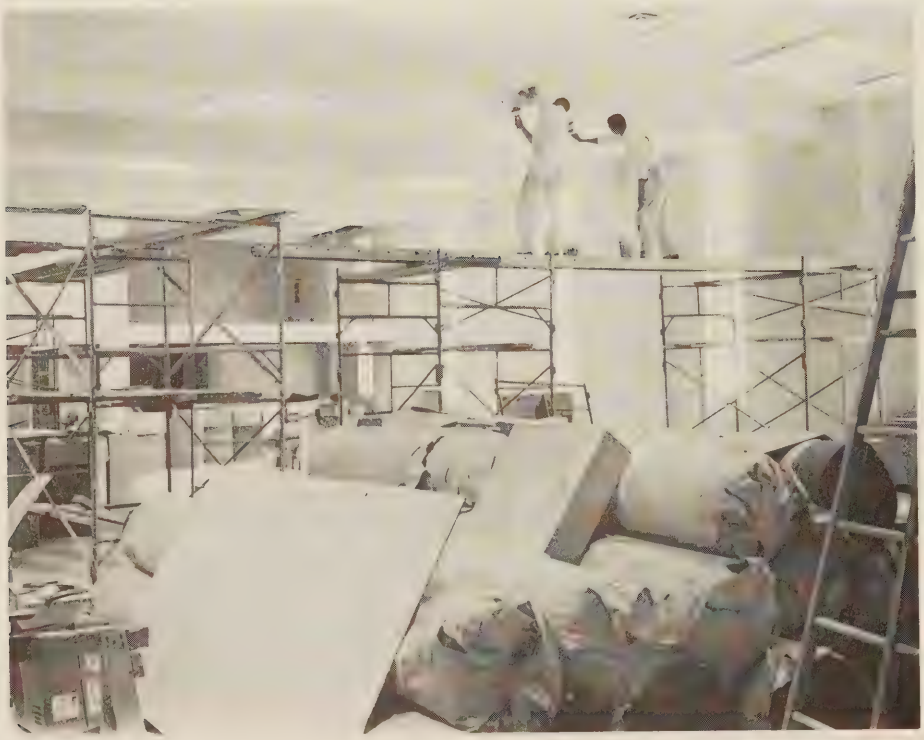
View from Quarrier and Summers Streets during interior demolition phase of building project.

Iron worker welding structural steel for mezzanine floor.



Preparations for tree planters, granite steps and fountain.

Viewing working drawings for the Boys and Girls Department. Federal judges' bench has been refinished and is located on the mezzanine.



Painting on main floor.

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